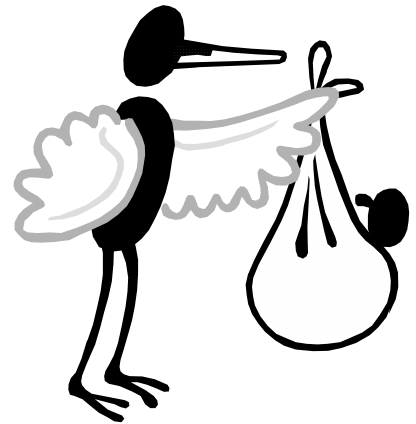


Congratulations! So, you're expecting?

This packet will help you navigate your way through the maternity leave process. There are several different departments which will need information from you. We have put together a list to assist you in answering some of your many questions.



Overview

Maternity leave is a combination of paid (using sick leave) and unpaid, (Leave of Absence-LOA) leave. You may use sick leave and/or differential pay for the time period when your doctor reports that you are “disabled”. Typically you will qualify for sick leave for six – eight weeks following the birth of your child. Your doctor may extend this time period if there are complications. In some cases, the doctor may place you on disability prior to the birth. You may also use sick leave for this time. Once the doctor says you are healthy, your use of sick leave ends. Under the Family Medical Leave Act, you are entitled to 12 weeks of paid health insurance. The 12 weeks begin on the 1st day of your sick leave. If you elect not to return immediately to work, you may take an unpaid leave. You may purchase medical insurance from the district while on leave beyond 12 weeks.

What do I need to provide to Human Resource and Payroll?

1. 1st Doctor's note – To include your *expected* date of delivery. If you are out sooner than expected, we will need an additional doctor's note stating the date that the “disability” will commence.
 - You will begin using your accumulated sick days as soon as your disability starts. To find out the number of sick days you have, you will need to contact the Certificated Payroll Technician, Alma Ontiveros at ext. 2221.
2. 2nd Doctor's note – To include the “birth date” and the expected date of return.
 - The day your child is born, you are granted **two days of paid maternity leave**. Depending upon the type of birth, you will be given six to eight weeks of leave. You will use your accumulated sick leave for that time. If you run out of sick days before the end of that period, you will be on differential pay. Differential pay is calculated by taking your daily rate and subtracting the cost of the substitute; you would receive the difference.
3. 3rd Doctor's note – To include the date your disability ends and you are released to work.

4. Once the doctor clears you from disability, you will either need to return to work, or request an unpaid leave of absence.
5. Unpaid Leave Of Absence or “**LOA**”. You will need to complete this form if you plan on staying out longer than your doctor requires.
 - If you are planning on remaining home with your baby for longer than your given leave; you will need to complete an LOA form. (One is included in your packet.) Please complete this form with an approximate start date and give it to your Principal. It will then be forwarded to HR.

What is FMLA?

- The Family Medical Leave Act is a **12 week unpaid leave, that runs concurrently with your maternity leave and sick leave**. It allows for your medical benefits to remain fully-paid during that 12-week period. If you choose to take an unpaid leave of absence for the remainder of the semester or school year, you will have to pay the cost of your medical benefits (after the FMLA runs out). Please contact the Benefits Technician, Sonia Ramirez de Figueroa (x 2226). She will be able to give you more detailed information on any effects on your benefits and costs to you.

What do I need to provide to the Benefits Department if I want my child added to my insurance?

6. Included in this packet are four forms to complete. You are required to complete and return the forms to the Benefits Technician within 30 days from the date of birth.
7. To temporarily add your child to your insurance, we will need you to supply us with a note from your doctor with the following information; *birth date and name of child; your name; father's name*.
8. You are also required to submit copies of the birth certificate(s) and Social Security card(s) for your child. (You will have 60 days to complete this task).
 - Cafeteria / Payroll deduction Authorization
 - Health Benefits Dependent Verification
 - Health Benefits Enrollment Form
 - Dental Enrollment Form

Questions?

Toni Di Cicco; x2223 - Senior Administrative Secretary

Becky Hays; x2311 - Classified Personnel Technician

Ruth Nelson; x2332 - Classified Payroll Technician

Alma Ontiveros; x2221 - Certificated Payroll Technician

Sonia Ramirez de Figueroa; x2226 - Benefits Technician