



Expecting a Baby? Congratulations!

Here are the five questions we are asked most often by staff members considering their options for maternity leave.....



1. How much time can I take off of work?

Teachers of either gender who have worked for the District for at least 1250 hours in the past twelve months are eligible for Family Medical Leave under the federal Family and Medical Leave Act of 1993. Family Medical Leave is limited to twelve (12) work weeks (not calendar weeks) per year. You don't have to take the full twelve weeks, but employees do have the option of taking up to twelve weeks as long as they meet the criteria for Family Medical Leave. It is important to note that under the law, "12 weeks" means 12 calendar weeks where there is at least one work day. The only weeks that do not count in the 12-week total are those that require no work days (e.g. winter and spring breaks).

2. How much of that time can be paid?

Following the birth of your child, you may use your accumulated sick leave for any portion of your FMLA leave. Any work days that fall during this medical recovery can be covered if you have accumulated sick leave days. This time, even though you are being paid, does count as part of your twelve week Family Medical Leave. When you return to work, please obtain a medical clearance from your doctor (submit these physician statements to the Human Resource Office).

In order for any portion of your leave to be paid, you must use your allotted sick days. KEA members who run out of sick days are eligible to apply to the **sick leave bank** only if the actual medical recovery as prescribed by your doctor runs beyond 30 days. Please refer to the administrative procedures posted on the Human Resource website for additional detail about the sick bank.

3. What happens to my medical insurance?

When an employee is out on Family Medical Leave, all health insurance benefits continue at the same level as if you were working.

4. What if I would like to take longer than twelve weeks off?

Employees who would like to take off more than the twelve weeks allowed through Family Medical Leave would need to request an unpaid **Leave of Absence**. A leave of absence is approved based on a positive commitment to return to employment and should be structured so as to result in minimal disruption to the educational program. Generally this means a full semester or school year. The request should not exceed the balance of the current year plus the following school year. Letters requesting a leave of absence should be sent to the Human Resource Office for approval by the Board of Education.

5. What happens if I am put on bed rest?

If your doctor determines that it is necessary for you to go on rest prior to the birth of your child, it will be necessary for you to provide a note from your doctor indicating you are medically unable to work. The days would be considered sick leave and would be covered by your accumulated sick days (as long as you have enough accumulated sick time).

Now that you have this information, your first step is to go to the Human Resource website. Under the current employee section you will find a link for FMLA Leave Request. Please fill that out and send it to Jeff Schuler in the Human Resource Office. The initial request does not serve as a firm commitment to the dates you intend to take off, but simply lets us know that you will be taking time off as allowed under Family Medical Leave. Please feel free to contact the Human Resource Office if you have any questions about the options available to you.