

QUESTIONS AND ANSWERS
MATERNITY/CHILD CARE LEAVE

- **Is the employee interim or probationary?** - Interim employees are not eligible for leave. Non-instructional probationary employees are not eligible for leave. Probationary teachers may be eligible at the discretion of their Principal.
- **Is maternity leave paid or unpaid?** - Leave is unpaid except for sick or personal days used at the beginning of the leave if the employee chooses to use them.
***Please note employees must make the decision to use sick or personal time at the beginning of the leave. Once leave has been processed, leave dates cannot be changed.**
- **If an employee wants to use her sick days to cover her leave, how many days can be used?** - Up to 15 days prior to the due date and 30 days after the baby is born may be used. If the birth is by caesarian section, 45 days after the birth may be used. Once the request has been submitted, we will not be able to change sick days.
- **When is the employee eligible to start maternity leave?** - A maternity leave can start up to 15 days prior to the due date.
- **Suppose the employee wants to stop working more than 15 workdays prior to her due date?** - She can only go out prior to 15 days with a note from her doctor putting her out for medical reasons and then it is a sick leave. When the baby is born, we will change the leave to maternity with notification from the school.
- **Must the employee use her sick days?** - No, use of sick days is optional and must be requested at the time that leave application is submitted.
- **Does the employee have short-term disability insurance?** - The employee can check with the Employee Benefits and Risk Management department to see if they are covered. If the employee has income protection, he/she may want to use sick days until the disability insurance starts. **THE EMPLOYEE WILL NEED TO MAKE A SEPARATE APPLICATION TO RECEIVE THESE DISABILITY BENEFITS. Contact Employee Benefits and Risk Management for the paperwork.**
- **If the employee applies for short-term disability insurance doesn't that mean she is on leave?** - No. Short-term disability is paid by a private insurance company and has nothing to do with the leave status. **Before disability benefits**

are paid, the employee needs to be on an approved unpaid leave of absence from the school district.

- **How long can the employee be on maternity leave?** - An employee may be on leave for up to 18 calendar months. Maternity leave/Childcare leave is a continuous leave - if the employee returns and does not use the entire 18 months he/she will not be eligible to go out again for the same child.
- **Can a maternity leave be extended?** - Yes, up to a total of 18 calendar months, but it is the responsibility of the employee to notify the school 2 weeks before the end of their leave if they are returning or extending their leave.
- **What happens to the employee's benefits and health insurance?** - Once the employee is unpaid by the School District, and their duty day is 6.5 hours or more, they may be eligible for FMLA (Family Medical Leave Act) benefits. The School District will pay for the employee's premium for their basic health insurance for 12 weeks. Employee Benefits and Risk Management will bill the employee for their other deductions (vision, dental, life insurance, family health coverage, etc.) If they are still on leave after 12 weeks, they will be billed for their portion of their health insurance, as well. Questions should be directed to Employee Benefits and Risk Management. (Tel. 434-8580)
- **What happens to FMLA benefits if the employee takes another leave?** - FMLA benefits are for 12 weeks in a rolling 12 month period. If they use any portion of the 12 weeks during a twelve month period, the remaining weeks will be available to them, if needed. If the 12 weeks are used up, the employee will be billed for her deductions.
- **What do you need to apply for a maternity leave?** - The employee will need Form PBSB 1666 (Request for Leave of Absence without Pay). In addition, she will need Form PBSB 1650 (Certification of Health and Medical Condition) filled out by the doctor or a note from the doctor indicating the due date. These should be turned in to the head secretary, and signed by the principal or department director.

**FOR QUESTIONS
CALL THE HR CUSTOMER CALL CENTER AT
Toll Free 1-877-477-3722
Local (561) 434-8777
OR PX 4-8777**