



Public Schools of Edison Township

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Maternity Leave Information

Enclosed is a sample letter to use as a guide when requesting your maternity leave. Edit and re-type it to fit your situation. Please do the following:

1. You need a doctor's note to go with the letter.
2. **Maternity Leave:**
 - a. If your doctor so advises, you can take medical leave any time prior to delivery. You may use your accumulated sick leave ("A" days).
 - b. Your maternity disability period is the six (6) calendar weeks after the birth. However, if the delivery is by Caesarean section, the period is eight (8) calendar weeks. (Even if unanticipated, this extension is automatic.) You may continue to use accumulated "A" days for any of the days school is in session during the six or eight weeks.
 - c. Please be advised that most people try to stay at work as long as possible before utilizing their maternity leave rights. This way maximum use of "A" days can be made after the baby has been born.
 - d. You are covered by the health insurance during the entire maternity disability as long as you are using accumulated sick leave. If you no longer have sick days to use, you will need to request leave under the Federal Family Leave Act (FMLA) in order to maintain benefits. You will be required to pay whatever portion of the premium you were required to pay while working.
3. **Family Care Leave:** If you are planning to do so, indicate the time you wish to use for the care of your child. Under the New Jersey Paid Family Leave Act which went into effect on July 1, 2009 eligible employees* may receive up to six weeks of family leave insurance benefits (approximately \$600 per week). You are not permitted to use sick days during this period. Any period where a monetary benefit is received from the state is considered an **unpaid** leave by the district. Health Benefits will be continued for this period at the rate you would pay if you were working. You must request this leave in writing and can be included in your request for maternity/disability leave. A state application (attached) must be completed by the employee and sent to Human Resources after the baby is born for completion on their part. Once completed, the BOE will submit the form to the state for processing.

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