

Maternal Disability and Childcare Leave

Stamford Public Schools' Maternal Disability and Childcare Leave Policy is intended to meet the requirements of the state and federal Family and Medical Leave Acts ("FMLA"), under which eligible employees are entitled to unpaid leave for qualifying reasons.

Maternal Disability

You are entitled to the continuation of your health benefits while you are on FMLA and your physician certifies that you are unable to perform the duties of your job because of your pregnancy.

Childcare Leave

A leave may be granted to tenured staff upon the birth or adoption of a child. If your spouse is also employed by Stamford Public Schools, a childcare leave will only be granted to one spouse at a time.

Requesting a Leave

If the need for a leave is foreseeable based on an expected birth or placement of a child, you must contact the Human Resources Office by calling 203-977-5903. You must also provide a written notice of your intention to take a leave to the Human Resources Office at least thirty (30) days before the commencement of a leave. In all other cases, including FMLA leave taken on an emergency basis, you must provide such written notice as soon as possible. Notice may not be provided after the leave has ended.

Upon receiving your request for a leave, the Human Resources Office will send you a kit that will include the following:

- Response to Request for Family or Medical Leave (FMLA)
- Certification of Physician or Practitioner – to certify disability
- Medical Examiner's Certification – for return to work
- Stamford Public Schools' Maternal Disability and Childcare Leave Policy

All forms must be completed in their entirety and returned to Human Resources Office.

Duration of a Leave

For maternal disability leaves, the duration of your leave will be based on your physician's written statement regarding your ability to resume the duties of your job.

For childcare leaves, your leave will normally be for one year's duration plus any fraction of a school year. A request can be made for a one-year extension. The maximum length of a childcare leave is two full years plus any fraction. You must provide a written request to return to your job or to extend a childcare leave to the Human Resources Office at least sixty (60) days prior to the termination of your leave. Failure to do so will be considered an automatic resignation.

Paying for Your Benefits during Your Leave

Benefit contributions will continue to be deducted from your pay for the duration of your paid FMLA.

Since benefit contributions are not deducted from your pay while you are on an unpaid maternal disability or childcare leave, you will be responsible for making the appropriate contribution. While on an unpaid

FMLA, your benefits contribution is equal to the amount that would have been deducted from your pay if you were on a paid FMLA. For unpaid maternal disability and child care leaves the employee will be eligible for COBRA at the COBRA premium rate for up to eighteen months.

Returning From a Leave

You must inform the Human Resources Office of your intent to return to work. If your intent is to return to work at the start of a new school year, you must contact the Human Resources Office by February 1st.

Within thirty days of your return to work from an unpaid maternal disability leave or a child care leave, you must reenroll in the Stamford Public Schools health insurance and voluntary life insurance. If you do not reenroll in the benefits you will not have coverage with Stamford Public Schools.