



BASD Maternity Leave Procedures: The CliffsNotes Version

Step 1: Submit a letter to Human Resources requesting your upcoming leave

Things to include:

- Estimated leave start date
- Anticipated duration of leave/estimated return date
- How you plan to utilize your days while on leave (sick, personal, FMLA, parenting leave)

Example 1:

"I plan to utilize my accrued sick time while under doctor's care, and will return to work once released by my doctor."

- Please note- time under doctor's care is typically 6-8 weeks

Example 2:

"I plan to utilize my accrued sick time while under doctor's care, and then utilize xx weeks of unpaid leave through FMLA."

- Please note- FMLA provides eligible employees with up to 12 weeks of unpaid, job protected leave

Example 3:

"I plan to utilize my accrued sick time while under doctor's care, followed by 12 weeks of FMLA, and then utilize parenting leave per the terms of the BEA Contract."

Step 2: Complete FMLA Paperwork (prior to start of the leave)

Once your letter is received, Human Resources will respond with a letter and FMLA paperwork that needs to be completed by your doctor.

- Please note- even if you do not plan to utilize FMLA, we strongly recommend completing the FMLA paperwork in the event that the leave needs extended

Step 3: Inform Principal and Human Resources of the start of the leave

Please email the building principal and Human Resources to notify us of the exact start of your leave.

Step 4: Provide Human Resources with a doctor's excuse (after birth)

Submit a doctor's excuse to human resources to utilize sick days (can be faxed to 724.287.1802)

Step 5: Enroll new baby in BASD Health Insurance Coverage (if applicable)

New babies must be enrolled in health insurance coverage within 30 days of birth.

Items needed to enroll in BASD insurance coverage:

- Benefit enrollment form
- Copy of birth certificate
- Please note- you may not receive the social security number and/or birth certificate right away. Please submit the benefit enrollment information without this and provide it at a later date when it is received.

Step 6: Submit Doctor's Release to Human Resources

When you are released from doctor's care, please provide a copy of your doctor's excuse to human resources as soon as possible. This release is needed regardless of whether or not you are immediately returning to work.

This signals the stop of paid sick days, and the start of unpaid FMLA leave if applicable.

Step 7: Inform Human Resources and your building Principal of your return date.



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FREQUENTLY ASKED QUESTIONS

Q. What happens to my health insurance while on leave?

A. This depends on what types of leave you are utilizing:

- While using accrued sick leave while under doctor's care, your benefits will continue and will be payroll deducted
- While on unpaid leave through FMLA, your benefits will continue, but you may need to make arrangements with Human Resources on how to pay the employee share of your benefits that is currently payroll deducted. There are several options available to you to make these payments.
- If your leave extends past the twelve week FMLA period, you may choose to stay enrolled in district benefits, but are responsible for paying the full cost. Please contact Human Resources to discuss your options if this applies to you.

Q. How/when do I enroll my new baby in District health insurance?

A. You have 30 days from the birth to enroll your baby in District health insurance coverage. Enrollment forms can be obtained from human resources. Your new baby will be enrolled in District health insurance coverage the first of the month following the month of birth. Please note- this will NOT result in a gap of coverage. The baby is covered under the mother's insurance for the first 30 days of life.

Q. Will my salary step increase be impacted by my leave?

A. In order to move a half of a salary step, you must work (or be paid for using sick or personal leave days) a minimum of 45 days in a given semester. If you work less than 45 days in a given semester, you will not move a half of a salary step for that semester.

Q. Will my seniority be impacted by my leave?

A. Seniority is protected under FMLA and parenting leave.

Q. How will my pay be impacted by while using accrued sick days while under doctor's care?

A. Your pay will not be impacted while using accrued sick days while under doctor's care. You will continue to receive a regularly scheduled paycheck with benefit deductions.

Q. How will my pay be impacted if I utilize unpaid leave through FMLA?

A. Please contact the payroll department to discuss your options.

Q. What days can I use while on leave?

A. Paid time off:

- Accrued sick days will be used while under doctor's care.
- If you run out of sick days or have been released from doctor's care, you may choose to use your available personal leave days.

Unpaid time off:

- FMLA starts once you run out of sick days or are released from doctor's care (up to 12 weeks)
- Parenting leave begins once FMLA is exhausted, per the terms of the BEA Contract

Q. Do I have to come back at the end of the school year to be paid and receive benefits over the summer?

A. No. However, please be advised that your salary step increase may be impacted. Please contact payroll to discuss your payment options while on leave.

Q. What if I have other questions?

A. If you have any additional questions regarding you leave, please contact human resources or payroll. It is encouraged that you schedule a meeting with human resources and payroll prior to the start of your leave.