

“THE STORK PACKAGE”
Oak Grove School District
Human Resources
Part I – PREGNANCY LEAVE

The normal pregnancy leave is four weeks prior to the birth of the baby and six weeks¹ after the baby is delivered. Pregnancy Leave is covered by the unit member’s sick leave.

If you do not have enough sick leave accumulated to cover this period, you receive “differential pay”, which is the difference between your salary and the amount paid a substitute at the current per diem substitute rate. As long as you are in paid status (either drawing from your sick leave or on differential) your medical benefits are the same as if you were working.

Step 1: Take the Doctor’s Certification of Pregnancy form to your immediate supervisor/principal to fill out the **Employee’s Request for Leave** portion, (#1 and #2.) Be sure the Signature/Title and Date is filled out.

Step 2: Take the same form to your Doctor to have the **Doctor’s Certification and Recommendation** portion filled out, (Section 3.1 through Section 3.6). *If you are a classified employee (not a teacher), please refer to Part III for instructions concerning State Disability Insurance.*

Step 3: Please return this form to Human Resources.

Step 4: Once a baby is born, you should contact Human Resources within 5 days, and call Carrie Newton/Benefits, (ext. 100231) to obtain the appropriate medical and dental forms to enroll the baby. **For medical coverage the deadline is 30 days after the child is born.**

Step 5: **Prior to returning to work, a doctor’s release is required** stating you are physically capable of performing your job duties on a full-time basis and you are being released to return to work. Please send this release to Human Resources.

Step 6: Keep in touch with your school so they know when you are returning, as they are responsible for releasing your substitute.

Regarding sick leave or payroll issues, please contact Shawna Feci (Certificated Payroll), at ext. 100219, or Carin Hmieleski (Classified Payroll), at ext. 100218. If you have any other questions, please call Debi Rivas-Klem (Certificated) at ext. 100282, Yolanda Hernandez (CSEA), ext. 100286, or Elisabeth Navarro (AFSCME), ext. 100283.

****DO NOT FORGET TO ENTER YOUR ABSENCE INTO THE FRONTLINE SYSTEM****

CONTACT VERONICA NAVARRO IN HUMAN RESOURCES, EXT. 100281, TO DISCUSS YOUR SUBSTITUTE NEEDS, AS NEEDED.

¹ In the case of a cesarean section, the 6 weeks is usually extended to 8 weeks. The time frame of your disability is based on your doctor’s assessment of your ability to return to work.