

## **FMLA & Maternity/Paternity Leave**

Congratulations on the upcoming addition to your family!

Here is a bit about maternity leave and FMLA.

To be eligible for maternity/paternity leave you must have worked for the district a minimum of 1 year and be contracted to work a minimum of 1,250 hours.

**Maternity:** Three months prior to the estimated delivery date you'll need to complete the [FMLA Application](#) requesting to take a leave of absence from XX date to XX date and also a note from your medical provider stating you are in their care and your estimated delivery date. Send those items to Meghan Knutson, Benefits Specialist; be sure to also notify your building/supervisor. Use approximate dates so that we have an estimate on when we will need to secure a substitute (if applicable) for you - we will finalize the dates once you deliver the baby.

You are eligible to use sick/PAL days for the duration of your doctor's note. The doctor's note will be the determining factor on the length of your sick/PAL time usage because they will deem you as "disabled" for a specific amount of time. For example, if the doctor's note is for 6 weeks, you will be eligible to use 30 days/6 weeks of sick/PAL time. If you choose to take a leave longer than 6 weeks you can use any personal/comp time you have available; however once your personal/comp time is exhausted you will have to pay for deductions for the remainder of your leave. Your leave will also be designated as an FMLA to protect your benefits and position.

Under FMLA you are eligible to be out for a total of 12 weeks (6 weeks for your disability period and 6 weeks for a bonding period with your new child). Just keep in mind that although you are eligible for 12 weeks - you can only use sick/PAL days for the duration of the doctor's note and personal/comp days until they are gone... so part of your leave might be at a reduced pay (this is very common). Once you have an idea of how long you want to be out, Payroll/HR will put together a spreadsheet to show you how your paychecks will be affected so that you can plan your finances for your leave.

**Paternity:** Three months prior to the estimated delivery date you'll need to complete the [FMLA Application](#) requesting to take a leave of absence from XX date to XX date and also a note from your spouse's medical provider stating the estimated delivery date. Send these items to Meghan Knutson, Benefits Specialist; be sure to also notify your building principal/supervisor. Use approximate dates so that we have an estimate on when we will need to secure a substitute for you (if applicable) - we will finalize the dates when the baby is born. The District shall grant up to 10 days accrued leave to be used for paternity leave. Your leave will also be designated as an FMLA to protect your benefits and position.

**\*\***Once the baby is born, you will have up to 30 days to add them to your insurance policy. You also have the same 30 day window to change insurance plans if you wish.

**If you have any questions, please do not hesitate to reach out to Meghan Knutson, Benefits Specialist at [mknutson@faribault.k12.mn.us](mailto:mknutson@faribault.k12.mn.us) or (507) 333-6007.**