



# BASD Maternity Leave Procedures

<b>Step 1: Submit a letter to Human Resources requesting your upcoming leave</b>
Things to include: <ul style="list-style-type: none"><li>• Estimated leave start date</li><li>• Anticipated duration of leave/estimated return date</li><li>• How you plan to utilize your days while on leave (sick, personal, FMLA, parenting leave)</li></ul>
<i>Example 1: Being off for the period you are under doctors care only (typically 6-8 weeks)</i> "I am writing to request Family Medical Leave. I plan to start my leave on <estimated date> and return after 6-8 weeks once I am released by my doctor, using my accrued sick leave and FMLA concurrently. <i>Example 2: Off longer than the period you are under doctor's care, but the total leave is 12 weeks or less</i> "I am writing to request Family Medical Leave. I plan to start my leave on <estimated date> and return on <estimated date>, using my available sick leave while under doctor's care and FMLA concurrently." <i>Example 3: off longer than 12 weeks</i> "I am writing to request Family Medical Leave, followed by parenting leave per the terms of the BEA contract. I plan to start my leave on <estimated date> and return on <estimated date>, using my available sick leave while under doctor's care and FMLA concurrently, followed by parenting leave"
<b>Step 2: Complete FMLA Paperwork (prior to start of the leave)</b>
Once your letter is received, Human Resources will respond with a letter and FMLA paperwork that needs to be completed by your doctor.
<b>Step 3: Inform Principal and Human Resources of the start of the leave</b>
Please email the building principal and/or Human Resources to notify us of the exact start of your leave.
<b>Step 4: Provide Human Resources with a doctor's excuse (after birth)</b>
Submit a doctor's excuse to human resources to utilize sick days (can be faxed to 724.287.1802)
<b>Step 5: Enroll new baby in BASD Health Insurance Coverage (if applicable)</b>
<i>New babies <u>must</u> be enrolled in health insurance coverage <u>within 30 days of birth.</u></i> Items needed to enroll in BASD insurance coverage: <ul style="list-style-type: none"><li>• Benefit enrollment form</li><li>• Copy of birth certificate</li><li>• 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.</li></ul>
<b>Step 6: Submit Doctor's Release to Human Resources</b>
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.  Once you are released from doctor's care, you are no longer eligible to use accrued sick days.
<b>Step 7: Inform Human Resources and your building Principal of your return date.</b>



# BASD Maternity Leave Procedures: The CliffsNotes Version

## FREQUENTLY ASKED QUESTIONS

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

A. During the 12-week FMLA period, your benefits will continue at the normal employee contribution rate (percentage of base salary). If your leave is unpaid, you may receive an invoice from the Business office.

If your leave extends past the 12-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 or parenting leave?*

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:

- You may be eligible for 12 weeks of job protected leave through FMLA. FMLA starts at the start of your leave and is unpaid. However, available sick leave can be used concurrently with FMLA for the period that you are under doctor's care
- Parenting leave begins once FMLA is exhausted, per the terms of the BEA Contact

*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.