



FAQS for Maternity Leave

Who do I contact regarding leave questions?

Please contact Human Resources at least 3 months prior to the start of your planned maternity leave.

General Questions - Vicki Cataldo, Human Resources – (810) 299-4090 or cataldov@brightonk12.com

Payroll/Leave Day Questions – Deanne D’Arca – (810) 299-4035 or weiserd@brightonk12.com

Payroll/Leave Day Questions – Deanne D’Arca – (810) 299-4034 or darcad@brightonk12.com

All offices are located at the BECC Building – 125 South Church Street, Brighton MI

What forms do I need to complete?

An FMLA packet will be sent to you, upon your notification. Please keep the first 3 pages for your records. You must complete the Leave Request Agreement and return to Human Resources.

Your physician must complete and return the Certification of Health Care Provider to Human Resources within 15 days. These forms can be faxed directly to (810) 299-4092. You will receive a copy of the Leave Request Agreement, indicating approval or denial of your leave request, and the terms of your leave.

Will I be paid during my leave?

If you have leave days available in your leave bank, they may be used for any portion of your maternity leave that is covered by your physician. This generally includes the date of delivery and 6-8 weeks postpartum (depending upon standard or c-section delivery). Should you choose to extend your leave to the full 12 weeks for infant care, you may also elect to be paid for that time.

What is FMLA?

FMLA stands for the Family Medical Leave Act. To qualify for FMLA, you must have been a district employee for at least one year and have worked 1250 hours in the 12 months immediately preceding your leave. If you qualify for FMLA, you are able to stay on leave for up to 12 weeks (60 work days) due to the birth or adoption of a child.

FMLA does not guarantee paid leave, it only allows you time off work.

What happens to my benefits while I am on leave?

While on FMLA, your health insurance benefits will remain intact. In the event you are not receiving a paycheck (unpaid leave), you will still be responsible for the employee contribution portion of your health benefits. If your leave extends beyond 12 weeks, you will need to purchase COBRA benefits to cover your health insurance. The district will not guarantee insurance benefits beyond 12 weeks (60 work days) of FMLA.

How much time can I take for Maternity Leave?

You may use all 12 weeks of FMLA for Maternity/Infant Care leave.

How do I request an extended leave?

Unpaid Leaves for one semester, or one year must be requested in writing and submitted to Human Resources

How do I arrange for a substitute?

Please speak with your Building Administrator who will then work with Human Resources. We have a list of certified and qualified substitutes available if you need help. **Your sub must be enrolled and active with EduStaff/AESOP. If your absence will be longer than 90 calendar days, your substitute must be properly certified and qualified to teach the grade and subject.** Non-certified subs cannot be used to cover long term absences.