



Lorain City Schools
Approval of Family and Medical Leave (FMLA) - Maternity Leave

FMLA Fact Sheet form is viewable here: <https://www.dol.gov/whd/regs/compliance/whdfs28.pdf>

1. Lorain City Schools, per Board policy, uses the "rolling 12-month period measured backward from the date an employee first uses any FMLA leave"; any FMLA leave within the last 12-month time period would be subtracted from the current 12-week allotment
2. **Maternity leave: before delivery**
 - a. Complete the necessary paperwork through the EFMLA system
 - b. Follow the normal absence reporting procedures within their building/department:
 - c. Communicate with the principal/supervisor
 - d. Enter the dates to be off into AESOP to report the absence and schedule a substitute (if sub is required)
 - e. Complete the *LCS Application and Affidavit for Use of Sick Leave* and submit to the supervisor with the medical documentation for the absence
 - f. If time off is needed prior to childbirth, proper medical documentation is required and FMLA will commence on your first day of absence.
3. **Maternity leave: after delivery**
 - a. Employees should notify Sandra Harrell, Benefits Coordinator at saharrell@loraincsd.org within 5 days of the birth of the child
 - b. Upon delivery, maternity leave is granted for a period of six weeks for normal delivery or eight weeks for cesarean section.
 - c. The six-week maternity period consists of 42 calendar days (including the date of birth); the eight-week maternity leave period consists of 56 calendar days (including the date of birth).
 - d. The six or eight week maternity leave is a paid leave if, and only if, an employee has accrued sick days, vacation or personal leave. If an employee does not have sick, personal, or vacation days, she is still entitled to maternity leave as indicated above, however the leave will be unpaid.
 - e. In the event of a claim of a continuing illness related to the pregnancy/childbirth extends beyond the six or eight week maternity leave, she may request continued sick leave by providing documentation from the employee's treating physician to support the claim. Sick leave will not be granted for the sole purpose of child rearing.
4. Once the Treasurer's office receives an FMLA leave request, if it is determined that the absences do qualify for FMLA leave, the leave request would be placed on the next, regularly-scheduled Board of Education meeting for approval
5. An employee on an approved FMLA leave, if enrolled in the medical insurance plan, is still required to contribute their portion of the medical insurance premium while on leave. If the employee is not receiving a paycheck, they must make arrangements with the Treasurer's Office for payment of their premiums. Please contact Sandra Harrell, Benefits Coordinator at saharrell@loraincsd.org with any questions regarding the medical insurance premiums.
6. **In order to elect benefit coverages for the child, an employee must complete an enrollment change form within 30 days of the birth of the child.**

Please contact Sandra Harrell, Benefits Coordinator at saharell@loraincsd.org with any questions, or if assistance is needed with the leave process.