



### Maternity Leave FAQ's

**Congratulations on your pregnancy! I hope you are feeling well. I am happy to schedule a meeting with you 30-60 days prior to your due date. In the meantime, here are some of the most frequently asked questions.**

- Any absence 4 days or longer is considered part of the Family Medical Leave Act (FMLA), this includes maternity leave. To qualify for FMLA, you must be employed with the district for 1 year and be a full-time employee. FMLA works out to be 60 WORK days. We don't count school breaks when calculating FMLA. See the [FMLA website](#) for more information.
- What if I'm not a full-time employee or have worked for RCS less than 1 year?
  - We do have other alternatives I would be happy to discuss with you.
- Can I use paid time during a maternity leave?
  - YES! Paid time will be dependent on how much time you have saved in your personal illness bank and your doctor's paperwork. Paid time can be used during the time you are considered "disabled and recovering". Once you are released from care (typically 6-8 weeks post-partum), any remaining time off would be unpaid. If your baby is born in the early summer, you are still entitled to time off, however if you have been released by your doctor, this time is usually unpaid.
- When do I have to return to work?
  - Employees are expected to return to work at the end of their FMLA leave, assuming they have been released by their doctor.
- What if I would like to request additional unpaid time off?
  - Requests to take an extended leave are reviewed on a case by case basis by the Assistant Superintendent of HR and the Director of HR and Employee Relations. Requests must be submitted in writing.
  - If you are a teacher and would like to request additional time off, you must be tenured for this request to be considered.
- We ask that you work with your Administrator and Human Resources (Employee Sub Services Clerk) to find a guest teacher, if necessary.
- If you take medical benefits, the baby must be added within 30 days of birth and requires proper documentation from the hospital.
- [FMLA paperwork](#) can be found on the district website.
- We require a doctor's note releasing you from care PRIOR to returning to work

To schedule a maternity meeting, please reach out to Amy Gora, HR/Benefits Specialist, [agora@rochester.k12.mi.us](mailto:agora@rochester.k12.mi.us).