Maternity Leave of Absence Worksheet

1 month before medical leave of absence is scheduled to start

Turn in paperwork to the Benefits office.

- ❑ Leave of Absence Request Form submitted in PeopleSoft. On the PeopleSoft home page, it is found under Forms, then Employee Forms.
- ❑ FMLA Certification of Healthcare Provider for Employee's Own Health Condition completed by your doctor. The completed form can be uploaded to your Leave of Absence Request in PeopleSoft, faxed to 651-305-4259, or emailed to benefits@spps.org.

Did you submit both forms to benefits?

- ❑ Yes. No further documentation is needed at this time.
- ❑ No. Please contact Benefits to see if any paperwork is missing.

Do you have Short-Term Disability?

- ❑ Yes. Did you apply for Short-Term Disability benefits with MetLife? This can be done online at https://www.metlife.com/. Once you have logged in click on Claim Center to start the process. Under Short-Term Disability click on the "I Want To…" then click on File a Claim. Follow the steps on the screen.
- ❑ No. No further action is needed at this time.

2 weeks before your leave is scheduled to start:

Have you received notification that benefits has approved your leave of absence?

- ❑ Yes. No further action is needed at this time.
- ❑ No. Please reach out to Benefits to see what paperwork is missing.

1 week before your leave is scheduled to start:

You will receive an email from Benefits with some information that we will need once the baby arrives. Have you received an email from Benefits?

- ❑ Yes. No further action is needed at this time.
- ❑ No. Please reach out to Benefits to see what information is needed when baby arrives.

Important note: Please continue to work up until baby is born. If you need to stop working before the baby is born, please send in a bedrest note from your doctor and we will start your leave at that time.

When baby is born:

Within a few days from when baby is born, please respond back to the baby status update email you received from Benefits.

Medical recovery period for having a baby:

- 6 weeks for a regular birth
- 8 weeks for a c-section

Your 6 or 8 weeks starts on the day baby arrives. These 6 or 8 weeks is the time that it takes your body to medically heal from having a baby. The 6 or 8 weeks does not get adjusted for holidays, winter break, spring break, summer break and any other days off that may fall within this time frame. During your 6 or 8 weeks you will use your accumulated sick pay.

Please note: If the medical recovery period falls on days that you are not regularly scheduled to work, you will not be paid on these days. For example: If baby arrives in the summer and all of your 6 or 8 weeks is over summer break, you will not be paid for that time off.

Have you reviewed your accrued sick/vacation/personal days?

❑ Yes.

❑ No.

Before your leave starts, review your last paycheck from Employee Self Service.
How many hours of sick leave have you accrued? Divide the number of sick hours you have available by the number of hours you work in a day. This will be the number of sick days you have available.

sick hours / hours per day = _____sick days available

Once baby arrives, you will know if you can use 6 or 8 weeks of accumulated sick pay.

❑ 6 weeks
❑ 8 weeks

Review a calendar and count out either the number of sick days you have available or if you have enough accumulated sick pay to reach 6 or 8 weeks count out the total 6 or 8 weeks. After reviewing the calendar what is the anticipated date that you will either run out of sick days or reach your 6 or 8 weeks? _____

Will you run out of sick days before your 6 or 8 weeks ends?

❑ Yes. On your leave request form, did you request to use personal/vacation days?

- If you want to use your accrued vacation/personal days you will calculate them out the same way you did your sick days. Then determine if you will return to work before your personal/vacation days run out.
- If you do not want to use your vacation/personal days you will move to an unpaid status, which could affect your benefits.

❑ No. You anticipate that you will not go unpaid during your leave of absence.

If you were paid your sick pay through the full 6 or 8 weeks, you'll then determine when your anticipated unpaid date will be.

Did you request to use additional sick/personal/vacation days?

- How many additional sick days? _____
  - Depending on your contract, you may or may not be able to use additional sick days once you have used the 6 or 8 weeks.
- How many vacation/personal days? _____

Review a calendar and count out the number of additional sick/vacation/personal days you have available. After reviewing the calendar, what is the anticipated date that you will run out of these days? _____

Will you run out of additional sick/vacation/personal days before your leave of absence ends?

❑ Yes. Then you will be moved to an unpaid status.

❑ No. You anticipate that you will not go unpaid during your leave of absence. You will receive an email to your email address(es) on file once you move into an unpaid status

Have you reviewed your Short-Term Disability claim?

❑ Yes. Did you receive notification from MetLife that they are processing your claim? If you have not received any notification from them yet, give them a call to see if any paperwork is missing.

❑ No. Check your email or mailbox to see if you have received any notifications from MetLife.

How to calculate your weekly Short-Term Disability amount:
Find your monthly Short-Term Disability amount in your PeopleSoft Employee Self-Service under Benefits Details, then Benefits Summary. Take your Short-Term Disability amount and multiply by 12 months, then divide this amount by 52 weeks to determine your weekly amount.

$_____monthly amount x 12 months =
$_____annual amount / 52 weeks =
$_____weekly amount

Have you reviewed your benefits?

❑ Yes.

❑ No.

How to anticipate if your benefits will end while on leave of absence:

- If you anticipate that you will receive pay for your whole leave of absence, then it is anticipated that your benefits will continue uninterrupted.

- If you anticipate that you will go unpaid during your leave of absence, then it is anticipated that you will have a break in active benefits. Once you go unpaid, your active benefits will end at the end of the month that you go unpaid and you will receive information in the mail about how much it will cost to continue your benefits for the following month.
  - ❑ What is your unpaid date?
  - ❑ What month is this unpaid date in? Your active benefits will end on the last day of that month.

Have you reviewed your FMLA eligibility?

❑ Yes.

❑ No.

The district will still pay their portion of benefits through your FMLA period. If you go unpaid during your FMLA period, you will receive a bill in the mail from our third party vendor for the amount due that would normally come out of your paycheck. If you are on a non-FMLA leave of absence, you will receive a COBRA continuation notice for the full cost of your benefits plus a 2% COBRA fee.

<u>1 week before your scheduled return to work day</u>

In most cases you will be returning to work after your 6- or 8-week medical recovery period, so no additional documents are needed to return to work. If you should need to return to work before the 6 or 8 weeks are over, then you will need to turn in a doctor's note to benefits that releases you to return to work during your medical recovery period.

<u>You have returned to work from leave of absence</u>

When will I receive my 1st paycheck after I return to work?

Did you return to work from a paid leave of absence?

❑ Yes. Paychecks continue as normal.

❑ No. Please review the pay schedule: https://www.spps.org/about/departments/human-resources/payroll/pay-options-schedules

- ❑ What is your return to work date? _____
- ❑ When do you turn in your 1st timesheet after returning to work? _____
- ❑ When is your 1st pay day after returning to work? _____

Will I have benefit adjustments on my first paycheck after I return to work?

While on leave of absence, did you go unpaid?

❑ Yes. Benefit adjustments are anticipated.

❑ No. No adjustments are anticipated.

How to anticipate if you will have benefit adjustments when you return to work:

What date did you return to work? _____

- ❑ If this date is between the 1st and 15th of the month, then you will owe for that full month of benefits. You will receive an email regarding your benefits adjustment.
- ❑ If this date is between the 16th and 31st of the month, then you do not owe for that month of benefits and your benefits will start first of the month following your return to work date.

Are you a 10-month employee returning to work from an unpaid leave of absence between January and June?

❑ Yes. Summer Benefit adjustments are anticipated.

❑ No. No further action is needed.

Summer benefits (July, August, and September) are collected among 12 paychecks from January to June. Each paycheck, a portion of the summer benefits is collected so that by June, you will have paid your benefits through September.

Please contact the Benefits office with any questions regarding your leave of absence.

Employees with last names A-G
Lilly Pha: ki-ia.pha@spps.org or 651-767-8217
Employees with last names H-O
Kelly Motz: kelly.motz@spps.org or 651-767-8205
Employees with last names P-Z
Allison Gustafson: allison.gustafson@spps.org or 651-744-7760

Email: benefits@spps.org
Fax: 651-305-4259

Websites

Leave of absence information:
https://www.spps.org/about/departments/human-resources/benefits/leaves-of-absence
Leave of absence forms:
https://www.spps.org/about/departments/human-resources/benefits/employee-forms/leave-of-absence-forms
School calendars: https://www.spps.org/about/calendar
Short-Term Disability:
https://www.spps.org/about/departments/human-resources/benefits/insurance/long-short-term-disability
Payroll schedule:
https://www.spps.org/about/departments/human-resources/payroll/pay-options-schedules
Employee Self- Service:
https://www.spps.org/about/departments/human-resources/payroll/employee-self-service
Employee Help Sheets:
https://www.spps.org/about/departments/human-resources/payroll/employee-help-sheets

Contacts

Health Partners: 1-800-883-2177
PEIP: 952-746-3101
MetLife: 1-800-300-4296