



# AVON

COMMUNITY  
SCHOOL  
CORPORATION

## Frequently Asked Questions

### EMPLOYEE PATERNITY LEAVE

#### 1. What is FMLA leave?

- It is **not paid leave**. This is a common misconception.
- FMLA is a **benefit** to eligible employees and a **federal law** designed to provide **job-protected** leave for up to 12 workweeks (60 days) in a 12-month period for a **qualifying** family or medical reason.
- FMLA protects your job.
- FMLA protects your benefits.
- **The school is required by law** to designate FMLA for eligible employees who have a qualifying family/medical absence lasting **more than 3 days** if the employee gives sufficient notice and submits sufficient documentation to the school.
- Employees are **eligible** when they have worked for the corporation 12 months and have worked at least **1,250 hours in the 12 months before the leave begins**.
- **Please note:** *Per School Board Policy 3101, any leave or return from leave during the last five (5) weeks of an academic term shall be reviewed individually by the Superintendent to minimize disruption to the students' program.*

#### 2. What documentation is required?

- To approve **unpaid** paternity leave under FMLA, the school only requests a copy of the hospital confirmation of birth letter once baby is born.
- To approve use of **paid** sick time with your leave, the school requires medical certification for use of paid sick time of more than 10 days.
  - If you are requesting to use more than 10 days paid sick time during your leave, HR will provide the medical certification to you. This will need to be given to mom's doctor to complete by the date stated on the form (typically 15 days from date provided).

#### 3. How do I receive pay during my leave?

- You have the option to apply available paid sick days to your leave. Due to the school's sick day use policy, if you are requesting to use more than 10 paid sick days during a paternity leave, the school will require medical certification to be on file supporting the medical necessity.
- You may also use available paid personal days.
- If no paid time off days are used or once paid days are exhausted, then days off are **unpaid**.
- **Contract Payout:** If you fall into a period of **unpaid** time during your leave, **5 days or more**, school policy is to **pay out your contract** through your last day worked + any paid time off applied. **Upon returning to work**, you would then receive a pro-rated contract for any **remaining** workdays in the school year and resume pay.
- **Special Note for Start of a School Year Leaves:** If you begin the school year on a leave of absence, please note that school policy dictates that your allotment of sick/personal days for the new school year will be given to you after you return to work from your maternity leave.

#### 4. What if I don't qualify for FMLA?

- We can consider the school's **Non-FMLA Leave of Absence (LOA)** policy.
- This is also **not paid leave**.
- This leave does not fall under the same guidelines of federal FMLA.
- Approval and length of leave is determined by doctor certification and business impact.
- The school will attempt to return you to your original job, or a similar position; however, reinstatement is not guaranteed.
- The school is not required to maintain the same benefit coverage during this period. If you fall into an **unpaid** status during leave under LOA, you may maintain your coverage under the school plans by paying the full premium(cost) of insurance monthly. If you have medical or dental insurance through Avon, you must pay both the employee and the school share of the premium to continue coverage.

#### 5. Time Off in SKYWARD:

- HR will enter your time off in our payroll system, Skyward, WHEN your leave begins.

#### 6. Position Subs in FRONTLINE:

- If your position requires a sub, work with your secretary/school to ensure a sub request is entered in FRONTLINE. HR does not maintain this system.

#### 7. No Work While on Leave:

- Performing any work duties while on an approved leave from work is prohibited. This includes extracurricular activities, training sessions, etc.

#### 8. Once Baby is Born:

- Provide Baby Name + Other Parent's Name
- If adding baby to insurance, provide the hospital "certificate of live birth" within 30 days from birth.

#### 9. Calendar Review – 120 Contract Days:

- Certified staff must physically work 120 or more days during the contract year to be eligible for a pay increase during the review period of the following year.
- Based on the leave dates above, you currently have \_\_\_\_\_ days towards this goal.
- You  **Should Meet**  **Will Not Meet** this obligation based on the leave dates stated above.

#### 10. Returning to Work:

- Communicate with BOTH your **Supervisor** and **HR** when you anticipate your return.

*Failure to advise management of your availability to return to work, failure to return to work when notified, or your continued absence from work beyond the time approved by the school corporation will be considered a voluntary resignation of your employment.*

## BENEFIT FREQUENTLY ASKED QUESTIONS:

### 1. Continuation of Benefits + Payment of Benefit Premiums:

- **FMLA:**
  - Employees are responsible for continuing to pay **their** benefit premiums while under FMLA. The school will continue to pay the employer portion of benefit premiums.
  - Normal payroll deductions will continue while receiving pay during your leave.
  - If you go into **unpaid** status during FMLA leave, you will be billed for your premiums monthly. These must be paid by check. More information will be provided, as applicable.
- **Non-FMLA Leave of Absence (LOA) IMPORTANT NOTICE**
  - If a leave is approved as non-FMLA LOA and you **go into unpaid status**, to maintain benefit coverage, you will become responsible for paying the **FULL COST** of medical and dental premiums, if enrolled.
  - These are typically billed monthly and must be paid by check. More information will be provided, as applicable.
  - **FULL COST = Employee Portion + School Portion**

### 2. Retirement Benefits

- If you continue to receive pay (through use of available paid time off) during your leave, the school will continue to make contributions to your retirement accounts.
- **If a leave goes into an unpaid status**, retirement account contributions will be paused during the unpaid portion of your leave and will resume once you return to work.
- **Direct specific questions** on how an **unpaid leave of absence** affects your TRF/PERF retirement to INPRS at 1 (844) 464-6777 or visit <https://www.in.gov/inprs/>.

### 3. Can I Change My Benefits?

- Having a baby **is** considered a qualifying event which allows you to make changes to medical, dental, vision coverage outside of the annual open enrollment period.
- Changes must be requested and processed **within 30 days from baby's birth**. There are no exceptions to this.
- You can either drop coverage or add coverage for any qualifying dependents at this time.
- **Adding Benefits:** You must provide a copy of the “**hospital confirmation of birth**” letter if adding baby. If adding spouse or other children for first time, marriage license and birth certificates must be provided.
- **Cancelling Benefits:** If dropping medical, you must provide proof of coverage under new plan.
- **Benefit Plan & Cost Information is available on the ACSC Staff Portal:**  
[Benefits - Avon Community School Corp \(avon-schools.org\)](https://www.avon-schools.org/benefits)