



Expecting a new addition to your family? Congratulations!

- **Applying for leave under the Family Medical Leave Act (FMLA)**
 - Please apply for FMLA maternity leave no more than 30 days before your estimated due date unless a medical emergency arises.
- **Maternity Leave**
 - If you are eligible for FMLA leave, you are entitled to take up to 12 work weeks of unpaid job- protected leave in a 12-month period.
 - Employees are required to use all accrued state, local and/or other available leave concurrently with FMLA leave. When paid leave is exhausted, the employee's leave will be on leave without pay status (LWOP).
 - You are required to submit absences in Skyward and or AESOP for all the days you are scheduled to be on leave.
 - For final FMLA approval, you must submit a completed medical certification to Human Resources within 15 calendar days of receiving the paperwork.
 - FMLA documents can be faxed to (972) 767-0971 or emailed to leave@duncanvilleisd.org.
- **Long-term Substitute**
 - You may start the process of obtaining a long-term substitute as early as you feel necessary.
 - Please reach out to your campus secretary for assistance regarding finding a long-term substitute or instructions on how to enter absences in ASEOP and or Skyward.
 - For any additional questions regarding substitutes, contact Joanne Parker, Human Resources Specialist at 972-708-2033.
- **Disability Insurance & Medical Coverage**
 - Disability and Hospital Indemnity Benefits: Please reach out to The Hartford at (866) 278-2655. A representative will assist you through the claims process and answer any questions you may have.
 - Qualifying Life Event: Within 30 days from your delivery date, please contact Tanesha Badger, Coordinator of Benefits and Leaves to provide proof of your qualifying event and complete the Benefits Change Form.
- **Returning to work**
 - You are required to submit a completed fitness for certification from your doctor 5 days prior to your return date.
 - **PLEASE DO NOT** return to work until you have been cleared by HR.

TRS-ActiveCare Members

For information and resources regarding your TRS-ActiveCare plan for pregnancy, please visit [TRS-ActiveCare Resources](#).

Tanesha Badger



Coordinator of Benefits and Leave – (972) 708-2626