

WALL TOWNSHIP PUBLIC SCHOOLS



MATERNITY/PATERNITY LEAVE INFORMATION

- **PAID TIME UTILIZING SICK/PERSONAL DAYS**

- Maternity Leave → You may utilize **no more than** 20 sick days in the prenatal period and either 30 or 40 sick days in the postnatal period depending on physician clearance.
 - 10-month staff members delivering during the Summer cannot utilize sick days at the beginning of the upcoming school year unless the delivery is within the disability period established by the physician. Sick days may be utilized from September 1st through the date of physician clearance (Usually 6-8 weeks from delivery).
- Paternity Leave → You may utilize available Sick Days or 3 Personal Days surrounding the birth of the baby

- **NEW JERSEY FAMILY LEAVE ACT (NJ FLA)**

- If eligible, employees are entitled to 12 weeks of unpaid leave in a 24 month period under the NJ Family Leave Act (NJ FLA) to bond with their newborn.
 - To receive payment, you must file a NJ Family Leave Insurance (NJ FLI) claim
- In order to qualify for a leave under NJFLA, an employee:
 - Must have been employed with WTPS for at least 3 months prior to commencement of the leave
 - Must have worked at least 250 hours within 12 months prior to commencement of the leave
 - Must **not** have taken a leave under NJFLA within the last 24 months prior to commencement of the leave

or

Must **not** have taken a leave under FMLA within the last 12 months prior to commencement of the leave
- If you have health insurance through WTPS, you will have to submit payment for your health benefit contribution payment (what is normally deducted from your paycheck). The Business Office will send out these payments to employees.

- **FAMILY AND MEDICAL LEAVE ACT (FMLA)**

- If eligible, employees are entitled to 12 weeks of unpaid leave in a 12 month period under the Family and Medical Leave Act (FMLA) for medical issues arising out of pregnancy and/or to bond with their newborn
- Employees may need to utilize a leave under FMLA if:
 - Medical issues arise out of pregnancy and employee does not have enough sick days to cover absences through birth of baby
 - Enough sick days are not available to carry the employee through the physician's stated disability period.
 - They are ineligible for NJFLA due to taking a leave under NJFLA within 24 months prior to commencement of the leave
- In order to qualify for a leave under FMLA, an employee:
 - Must have been employed with WTPS for at least 12 months prior to commencement of the leave
 - Must have worked at least 1,250 hours within 12 months prior to commencement of the leave
 - Must **not** have taken a leave under NJFLA or FMLA within the last 12 months prior to commencement of the leave
- If you have health insurance through WTPS, you will have to submit payment for your health benefit contribution payment (what is normally deducted from your paycheck). The Business Office will send out these payments to employees.

PLEASE NOTE: NJFLA AND FMLA RUN CONCURRENTLY WHICH MEANS YOU ARE NOT NECESSARILY ENTITLED TO 12 WEEKS OF EACH TYPE OF LEAVE

- **UNPAID LEAVE/LEAVE EXTENSIONS (NOT COVERED UNDER NJFLA OR FMLA)**

- Employees may need to utilize an unpaid leave not covered under NJFLA or FMLA if:
 - They are not eligible for either NJFLA or FMLA
 - They would like to extend their leave of absence past their eligible NJFLA or FMLA time
 - Extensions beyond eligible NJFLA or FMLA time must be reviewed and approved by the Superintendent and/or Human Resources
 - Leave extension requests will require a specific return date that must align with the official start date of a new marking period. Leave extension requests made after the start of the 4th marking period will include a return date of September 1st of the following school year.
- If you have health insurance through WTPS, you will now have to pay your **full premium (not contributions)** to continue benefits. The Business Office will send out these payments to employees.

If you are adding your newborn to your health insurance and/or are changing your health benefits, please contact Sally Michaels in the Business Office - smichaels@wallpublicschools.org or (732) 556-2022 (ext. 2022)

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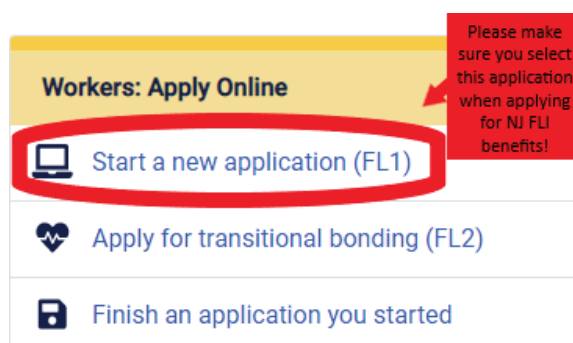
NJ FAMILY LEAVE INSURANCE (NJFLI) INFORMATION

Being on a leave of absence covered under the Family Medical Leave Act (FMLA) or New Jersey Family Leave Act (NJFLA) and filing a New Jersey Family Leave Insurance (NJ FLI) are not the same. If a staff member is not eligible for NJFLA or FMLA based on either State or Federal requirements, they may still qualify for NJFLI. The District does not determine if you will receive payment from the State under NJFLI and does not file for payments on behalf of the employee. Employees who **do not** qualify for NJFLA or FMLA time at the District level, but are qualified for NJFLI at the discretion of the State are required to pay their **full premium (not contributions)** amount for health benefits if they take health benefits with the district.

Employees are responsible for filing their own NJFLI claim by filing a FL1 form. When applying for NJFLI benefits, employees must ensure that the date they specify as the first day they wish to begin receiving benefits is the first day that the leave is **unpaid** by the District whether it be NJFLA, FMLA, or Unpaid Leave. Also, employees must make sure that the first day they wish to receive NJFLI benefits is after the birth of the newborn.

Although you can fill out a **paper copy** of the NJFL1 form, the State recommends you **apply ONLINE**. Applicants who apply utilizing the paper form wait an extra 4-6 weeks on average for claim determination and payment.

Website for Application: <https://myleavebenefits.nj.gov/worker/fli/>



Employees may start their online application up to 60 days in advance. To avoid deletion of your draft application: (1) within 14 days of starting the application, provide all information and confirm your claim; then (2) within 14 days of starting your leave, certify and file your claim. If applying after your leave begins, you have 30 days from your first day of leave to file your application.

Although the State of New Jersey recommends all NJFLI applicants to apply online, the paper [FL1 form is attached here](#). You will only have to complete Parts A & B. You **do not** need to send any portion of this form to WTPS for completion.

Some important (and helpful) notes when applying for NJFLI for maternity leave using either the online application or paper application:

- Reason for Leave → Select “Bond with Child”
- Date of Hire/Date Employment Began → Employees first date employed with WTPS, **not** the beginning of this school year
- Date Family Leave began → Use the first day that will be **unpaid** by WTPS, **do not** put when sick days began
- When asked if you collected temporary disability benefits under your employer’s approved private plan, select “No”.

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CARE OF ILL FAMILY MEMBER LEAVE INFORMATION

- **PAID TIME UTILIZING SICK/PERSONAL DAYS**
 - You may utilize Sick, Personal, or any available Vacation time to be absent due to the care of an ill family member
 - Documentation is required to be submitted regarding absences for these reasons
- **NEW JERSEY FAMILY LEAVE ACT (NJFLA)**
 - If eligible, employees are entitled to 12 weeks of unpaid leave in a 24 month period under the NJ Family Leave Act (NJFLA) to care for an ill family member.
 - To receive payment, you must file a NJ Family Leave Insurance (NJFLI) claim
 - In order to qualify for a leave under NJFLA, an employee:
 - Must have been employed with WTPS for at least 3 months prior to commencement of the leave
 - Must have worked at least 250 hours within 12 months prior to commencement of the leave
 - Must **not** have taken a leave under NJFLA within the last 24 months prior to commencement of the leave

or

Must **not** have taken a leave under FMLA within the last 12 months prior to commencement of the leave
 - If you have health insurance through WTPS, you will have to continue to pay your health benefit contribution payment (what is normally deducted from your paycheck). The Business Office will send out these payments to employees.
- **FAMILY AND MEDICAL LEAVE ACT (FMLA)**
 - If eligible, employees are entitled to 12 weeks of unpaid leave in 12 month period under the Family and Medical Leave Act (FMLA) to care for an ill family member
 - Employees may need to utilize a leave under FMLA if they are ineligible for NJFLA due to taking a leave under NJFLA within 24 months prior to commencement of the leave
 - In order to qualify for a leave under FMLA, an employee:
 - Must have been employed with WTPS for at least 12 months prior to commencement of the leave
 - Must have worked at least 1,250 hours within 12 months prior to commencement of the leave
 - Must **not** have taken a leave under NJFLA or FMLA within the last 12 months prior to commencement of the leave
 - If you have health insurance through WTPS, you will have to continue to pay your health benefit contribution payment (what is normally deducted from your paycheck). The Business Office will send out these payments to employees.

PLEASE NOTE: NJFLA AND FMLA RUN CONCURRENTLY WHICH MEANS YOU ARE NOT NECESSARILY ENTITLED TO 12 WEEKS OF EACH TYPE OF LEAVE

If you are changing your health benefits, please contact Sally Michaels in the Business Office - smichaels@wallpublicschools.org or (732) 556-2022 (ext. 2022)