

Employee Maternity/Paternity Leave and Medical Leave Requests

1. Initial Notification of Leave Request

- When an employee anticipates the need for a leave of absence, the employee must initially notify their Principal and the Superintendent.

2. Types of Leave

NJ Family Leave Act – This leave is to bond with a newborn baby or to care for an immediate family member. You are entitled to a maximum of 12 weeks under this leave. During this leave, you need to pre-pay your portion of the health insurance for the time you will be out. You need to have been working for the district for 20 weeks in order to be able to take this leave. You can take this leave once every 24 months.

- Medical Leave – This is to care for an immediate family member (not yourself). You will need to provide a doctor's note in order to take this leave to care for a family member. The note must state the dates of the duration of the leave, with an expected return to work date.
- Paternity Leave – This is to bond with your newborn baby. You can take this leave anytime within 1 year of the date of birth.
- Maternity Leave – This is to bond with your newborn baby. You will also be entitled to the Federal Family Leave before and right after the birth to care for yourself. Your NJ Family Leave starts at the end of the Federal Family Leave.
- This leave is unpaid by the district. During this leave, you will apply for the NJ Family Leave Insurance for a source of income. <https://www.nj.gov/labor/myleavebenefits/worker/fli/>

Federal Family Leave Act – This leave is to care for yourself or an immediate family member. Please note, you cannot take both leaves for the same reason. You are entitled to a maximum of 12 weeks under this leave. During this leave, you need to pay your portion of the health insurance for the time you will be out. This leave is **UNPAID**. If you have accumulated sick/personal/vacation days, you can use them to cover the time you will be out and receive pay. You need to have been working for the district for 12 months in order to be able to take this leave. You can take this leave once every 12 months.

- Maternity Medical Leave. If you are going out on maternity leave, you are entitled to take 4 weeks before and 4 weeks after the birth to care for yourself. You can use accumulated sick/personal/vacation days during this time in order to get paid. If you do not have enough days to cover this time, you will need to pre-pay your portion of the health insurance for the time you will be out. Following this leave, you will go on the NJ Family Leave to bond with your baby.
- Medical Leave to care for yourself. You will need to provide a doctor's note in order to take this leave to care for yourself. The note must state the dates of the duration of the leave, with an expected return to work date. You can use accumulated sick/personal/vacation days during this time to get paid. If you do not have enough days to cover this time, you will need to pre-pay your portion of the health insurance for the time you will be out.
- Medical Leave to care for an immediate family member. You will need to provide a doctor's note in order to take this leave to care for a family member. The note must state the dates of the duration of the leave, with an expected return to work date. You cannot use this leave if you already used the NJ Family Leave for the same person. You can use accumulated sick/personal/vacation days during this time to get paid. If you do not have enough days to cover this time, you will need to pre-pay your portion of the health insurance for the time you will be out.

3. Contact the Business Administrator's Secretary, Michele Addice, maddice@wpschools.org, 973-317-7722 and the BA, Marlena Cowan, mcowan@wpschools.org, if you have any questions regarding your leave.

4. After consultation with the Business Administrator's Secretary, the staff member must formally submit a written leave request to Dr. Pillari and copied to Marlena Cowan and Michele Addice.

- The request must include:
 - Type of leave to be taken
 - The anticipated start and end dates of the leave
 - The anticipated return-to-work date
 - If and how many sick/personal/vacation days will be used, if applicable
 - A doctor's note, if required, for the type of leave requested

3. Board of Education Approval

- The leave request will be placed on the Board of Education agenda for approval.
- Leave is considered official only after approval by the Board of Education.
- After Board approval, the Business Administrator's Secretary will contact you regarding leave approval and information regarding payment of health benefits.