



So, you're expecting!

What are my leave options?

There are two types of leave that you can apply for that **will protect your job** for the time you are off work. **Both of these leaves types are unpaid.**

Family and Medical Leave (FML)

- Employees that have worked 1 year for the District and worked 1250 hours in the year preceding school year.
- Job protection for up to 12 weeks per FML year (beginning on 1st duty day).
- Insurance is maintained at current enrollment, but the employee must continue to pay their premiums.
- Babay bonding is allowed, but can't be used on an intermittent basis.

Temporary Disability Leave (TDL)

- Offered to full-time employees, who hold an educators certificate.
- Job protection for the recovery period only (no additional baby bonding time).
- Employee must pay their insurance premiums plus the District portion of the medical.
- Leave can last up to 180 calendar days if medically necessary (require additional documentation).
- Baby bonding time is not available.

Will I be paid while I am on leave?

The district uses all of your accrued comp time, local leave and state leave for your requested time off, as FML and TDL are not paid time off. Once all leave is exhausted, the remaining days off contract are docked at your daily rate. HR and Payroll will set up a reduction in pay on your next several pay checks.

When do I submit paperwork?

- Paperwork should be requested 30 days prior to your estimated due date.
- Request for leave between you and your supervisor.
- Medical certification required.
- If your child arrives early contact HR to adjust your leave dates.
- If your child arrives late, you are expected to continue to work. Unless a your physician states different.



Disability Insurance (if applicable)

This is a supplemental disability policy, only available during open enrollment. It replaces a portion of your income when you are unable to work due to a covered illness or injury. All disability benefit decisions are made by the Standard. A claim is started with The Standard, it's an 11 page document. HR will complete the Employers Statement.

Dates to Remember!

30 days prior to due date

- Request for leave paperwork turned in to HR
- Arrange for a long term Sub with campus sub coordinator

30 days after due date

- Add baby's demographics in the Benefits portal
- Add baby to insurance policy