

Parental Leave

Q & A's

1. When do I have to give notice of my anticipated date of departure and intention of return?
 - A. You could provide notice as soon as practicable to the superintendent, but must provide at least 2 weeks' notice prior of your anticipated date of departure and intention of return.

2. How long of a leave would I receive?
 - A. You would have 8 weeks of leave of absence for the birth or for the placement of adoption. If you have sick time, the time off could be paid leave. The eight weeks would be calculated from the time of birth or date of adoption. If you are eligible for the FMLA (Family Medical Leave Act), you would receive an additional 4 weeks of unpaid leave, giving you a total of 12 weeks of leave.

3. How is one eligible for the FMLA?
 - A. You would be eligible for the FMLA if you have worked at least 12 months for the school department, and have worked at least 1,250 hours during the 12 months prior to the start of the leave.

4. Is parental leave only for women?
 - A. Both men & women are entitled to parental leave.

5. My spouse also works for the school department. Can both of us take parental leave?
 - A. The two of you are entitled to an aggregate of 8 weeks of leave.

6. Are vacation, holidays or snow days included in the eight weeks?
 - A. Those days are included in calculating the eight weeks, but not the additional four weeks under FMLA.

7. What if I have twins?
 - A. You would have 16 weeks leave of absence.

8. Could I request a longer leave?
 - A. The superintendent will consider a leave for anyone. (Check your employee contract under the section Leaves of Absence for the length of time that can be requested.) Employees that are granted a leave of absence may continue to be covered under the School system's insurance. The total premium (100%) would have to be paid by the employee when the leave is approved.

9. What happens to my benefits while I am out?
 - A. Under the FMLA, your benefits will continue. The employee health and life insurance contributions (25% of the total premium) will be off set against the first paycheck you receive

upon your return to work. If you are out on an extended leave of absence beyond the 12 weeks, you will have to pay the full premium amount.

10. Will I be receiving the same amount of pay when I come back from my leave?
 - A. Upon return from a parental leave of absence, you shall return to the step in the salary schedule where you were when you began your leave. If you return to work at the beginning of the school year, you would have had to work at least one half of the previous school year to be moved to the next step, and unused sick time and seniority rights shall be restored. (For more detail see your employee contract.)

11. How do I get my newborn onto my health insurance?
 - A. As soon as possible after the birth of the child, you should contact HR notifying them of the birth. You will be sent an insurance enrollment form to fill out to add your new child to your insurance. When the form is complete, submit it to the HR department within 30 days from the date of birth, along with a copy of their birth certificate or a letter from the hospital with the birth information. Once this information is received, your child will be added to your insurance retro-active back to the date of birth. The child's social security number should also be sent to HR as soon as you receive it.

Do you have any additional questions? Please contact Jessie Ann Welch at 508-324-3100 x3211 or welchj@sbrregional.org.