

How to Successfully Take Maternity Leave/Extended Leave

Who to CONTACT

Human Resources

Teneke Claybourne, ext. 8118, tclaybourne@mauryk12.org

Instructions

☐ Print Leave of Absence forms from the Maury County website at www.mauryk12.org. (click on HR & Careers, Human Resources Forms, Leave of Absence) (**follow instructions on the website**)

☐ Complete Leave of Absence Packet

☐ Have your principal/supervisor sign Leave of Absence form

☐ Attach Doctor's statement/FMLA form

☐ Submit original forms to Teneke Claybourne in Human Resources

CONGRATULATIONS! WHAT TO DO AFTER BABY ARRIVES:

☐ Notify Teneke Claybourne (931-388-8403 ext. 8118) after you receive the mother's copy of birth certificate to add newborn to your coverage. You have 60 days from the birth date to add to your coverage. *****We pay a month in advance so please be prepared to pay premium for adding newborn to your coverage*****

FREQUENTLY ASKED QUESTIONS

1. How far in advance should the paperwork be submitted prior to leave?

At least 30 days

2. How long may I take for maternity leave?

The **period of disability** directed by a physician is typically six weeks with a regular delivery and eight weeks with a C-section. (this is the period of time under a doctor's care)

Up to 30 (regular) or 40 (C-section) sick days can be used for maternity leave. Any employee shall be granted up to 12 weeks for maternity but the rest of the time past the **period of disability** will be **unpaid**.

3. What if my delivery date changes?

If your date changes, you need to notify Teneke as soon as possible. Your leave forms can be changed with a phone call.

4. What do I need to do if I have postpartum complications and need to extend my leave?

Call Teneke and this can be handled on the phone with documentation / note from your doctor. Communication is important during an extended leave.

5. What is FMLA?

To be eligible for FMLA the employee is required to have been employed a full year. FMLA is a 12-week policy for employees who are requesting leave for self, child, parent or spouse. It allows the employee to be off while protecting employment.

6. If my doctor puts me on bed rest before I deliver, will this count as part of my maternity leave?

No. This must be submitted as a separate sick leave, with attached doctor's note.

7. How will my leave affect my accumulated experience?

You are given credit for any paid days. You are not given credit for non-paid days.

8. How will my pay be affected?

You will get paid for any sick days that you use and then your check will stop until you return to work. When you return to work your gross salary will be reduced by the number of unpaid days used while off on leave. The payroll department will recalculate your contract and make the adjustments for the remainder of the school year. Your salary will go back to normal at the beginning of the next school year. If all of your leave is with pay, then no changes will be made.

Example: Employee A went out on an unpaid leave from 11/6/17- 1/26/18

11/3 was the employees last paid day. Employee A would have worked to receive 7 paychecks so far this school year.

Employee A returned on 1/29/18- EOSY. Employee A will receive 12 checks for the remainder of the school year.

9. If you have family coverage insurance you will be responsible for making your insurance payments to Maury County Schools while off on leave without pay.