

Maternity Leave FAQ

I just found out I am expecting. When do I need to officially notify the School District with my Maternity Leave request?

The district requests formal notification of your maternity leave by your fifth month. Please send an email to Matt Mons, HR Director. You will need to include your due date, lengths of leave desired, and return date. Your request will then be sent to the School Board for approval. You will also need to provide a Physicians note to Human Resources documenting the pregnancy.

How much time can I take for my Maternity Leave?

The district allows 6 weeks maternity leave for a regular birth and 8 weeks for a C-section. During this time you can use your sick leave allocations and personal leave. If a C-section is required, a physician's note must be sent to HR to document the C-Section.

What if I do not have enough sick leave for my Maternity Leave?

If you do not have sufficient sick leave to get you through the 6-8 week maternity leave, you can apply for LTD insurance. If LTD insurance is approved, insurance payments would begin after a 30 Calendar day waiting period. The LTD insurance would provide you with 66 2/3rds of you salary for the remainder of the 6-8 weeks. You may also choose to use your remaining sick leave to supplement the insurance income by using 1/3^d of a day sick leave during the time you are on LTD.

I am a Teacher. How do I request sick leave pool donations?

If you do not have sufficient sick leave and you have been approved for LTD insurance, you may also request the use of sick leave pool per the PLSEA contract to help you through your 6-8 week leave. Sick leave pool requests should be emailed to the PLSEA President and HR Director.

Can I take more than 6-8 weeks' time with my Maternity Leave?

Yes. The district also allows up to 12 weeks family leave in addition to the 6-8 week maternity leave. Family leave is unpaid time; however, the district would continue to pay the district portion of medical and dental premiums. You would still be responsible for paying employee portion. Additional time past the 12 weeks can also be taken unpaid but the employee would then be responsible to pay both the employee and employer portion medical and dental insurance premiums. The unpaid time will be factored into your contract pay and spread throughout your remaining pays for the year to help with the financial impact.

Once your leave is approved by the School Board, I will send you a preliminary worksheet explaining the details of your leave and the possible adjustment on your contract pay. This is intended to only give you an idea. Many factors could change this, such as delivery date, C-section vs. regular birth, and whether you want to use your personal leave days towards your unpaid days.

Please note: Once your baby is born, you have 30 days from the birth date to make changes/additions to your medical, dental, and flex benefits. Contact HR for the forms after the birth.