

MT. DIABLO UNIFIED SCHOOL DISTRICT

Pregnancy and Maternity Leave Brochure

Prepared March 2013

STEPS FOR EMPLOYEE REQUEST FOR PREGNANCY AND MATERNITY LEAVE

Step One

Schedule personal appointment to review forms by calling 925-682-8000, extension 4142.

Step Two

Submit a request for Leave of Absence for Pregnancy and Maternity.

2a) Before Baby

Choose an option:

- Use accumulated sick leave. Usual length of maternity leave is six (6) weeks or eight (8) weeks for twins or Caesarin.
- Do **NOT** use accumulated sick leave. If sick leave is not used, employee will be placed in **unpaid status**.

2b) After Baby

Choose an option:

- Your doctor has not released you to return to work. You may use your accumulated sick leave. If your sick leave has been depleted you receive difference pay.
- Your doctor has released you to return to work and you wish to spend more time with the baby:
 - Apply for Family and Medical Leave Act up to 12 weeks.
 - Apply for Unpaid Parental Leave after Pregnancy and Maternity Leave and Family and Medical Leave Act have been exhausted.

Step Three

If you apply for Family and Medical Leave Act, three important facts to understand:

1. Family and Medical Leave Act is a twelve week **unpaid** leave of absence. Dental and vision benefits will remain intact during the twelve week leave.
2. By signing the Family and Medical Leave Act Form, you acknowledge that you will be billed for your portion of health benefits while on Family and Medical Leave Act and will remit payment directly to Fiscal Services.
3. You must contact Personnel if you wish to request an **unpaid** Parental Leave of Absence after the Family and Medical Leave Act

Step Four

If you apply for an Unpaid Parental Leave of Absence; three important guidelines:

1. Complete the Request for Leave of Absence Without Pay Form.
2. Check the box "Parental" to apply for an **unpaid** Parental Leave of Absence.
3. If you with continuation of benefits, you must contact the Benefits Department (benefits@mdusd.org) to schedule an appointment.

**FREQUENTLY ASKED QUESTIONS
PREGNANCY AND MATERNITY LEAVE**

1. **What do I need to know and do for maternity leave?**
Schedule a personal appointment to review all options. Call 925-682-8000, ext. 4142. It is important to meet in person so that questions can be answered immediately and to provide and review the required forms.
2. **What are my options?**
Before the baby is born, you may use your accumulated sick leave during your period of disability. You may also choose not to use your accumulated sick leave. If you choose to not use your sick leave, you would be placed in an unpaid status.
After the baby is born, and you have been released by your doctor to return to work, but you wish to spend more time with the baby, you may choose to use Family and Medical Leave Act for a total of 12 weeks. During Family and Medical Leave Act, you will be placed in an unpaid status. You may also choose to apply for an Unpaid Parental Leave of Absence after your 12 week Family and Medical Leave Act. If your doctor has not released you to return to work you may use your accumulated sick leave. If your sick leave has been depleted you will receive difference pay.
3. **Do I need a physician's note to go out on pregnancy and maternity leave?**
Yes. Your physician would need to sign off on the forms that are provided when you meet in person with Personnel. If your physician decides to take you off work earlier than indicated on the form, a note will be required from your physician.
4. **How is sick leave used in conjunction with maternity leave?**
That is your choice. You may use your accumulated sick leave to cover your absence, OR you may decide to not use your accumulated sick leave and go into an unpaid status.
5. **What does unpaid status mean?**
You would not receive pay or compensation and your medical benefits along with your dental and vision benefits will stop. However, when you are on Family and Medical Leave Act your dental and vision benefits would remain intact. You are billed for your portion of your medical premium. Unpaid leaves are only available to probationary and permanent employees.
6. **How much time do I receive for maternity leave?**
The duration of leave shall be determined by your physician. Usual length of Pregnancy and Maternity Leave is six (6) weeks or eight (8) weeks for twins or Caesarin.
7. **Can I take time off before the baby is born?**
Yes. You can use your accumulated sick leave if you have it. If your sick leave has been exhausted, you would automatically go into difference pay.
8. **What is difference pay?**
Difference pay is the difference between your daily rate of pay and the rate of pay the substitute teacher receives. Current substitute rate of pay is as follows:

<u>Non-SIG Sites</u>	<u>SIG Sites</u>
Day 1 - Day 5	Day 1 - Day 5
Day 6 - Less than semester	Day 6 - Less than semester
Full Semester Rate	Full semester rate
\$97.50	\$111.50
\$109.50	\$125.50
\$138.50	\$158.50
9. **How long does difference pay last?**
Difference pay lasts for 100 days or five (5) months. Once your accumulated sick leave has been exhausted, you would automatically go into difference pay. Section 19.3.4.3 of the MDEA contract states: "An employee shall not be provided more than one five-month period per illness or accident. However, if a school year terminates before the five-month period is exhausted, the employee may take the balance of the five-month period in a subsequent school year."
10. **What happens when difference pay ends?**
Once difference pay ends, you may apply for an unpaid improvement of health leave of absence. By requesting an unpaid improvement of health leave of absence, you would be placed on the 39-month rehire list if you are a permanent employee. If you are a probationary employee, you would be placed on a 24-month rehire list. Temporary employees do not have the option to apply for an unpaid leave of absence once difference pay ends.

11. **Do I get state disability while on maternity leave?**
Teachers do not pay into state disability. The exception is if you have purchased a separate insurance policy through American Fidelity or The Standard. Under that policy you would receive sick leave or difference pay.
12. **How does maternity leave impact my retirement service credit?**
Retirement credit is earned while you are in a paid status and is based on your salary earnings. During the time you use your sick leave, your retirement credit will be earned as normal. When you go into difference pay, your retirement credit will change. Since you will not be receiving a full paycheck your retirement credit will not be fully earned and would be based on the salary you earn while in difference pay. You do not receive retirement credit when you are on Family and Medical Leave Act or on an unpaid improvement of health leave of absence.
13. **While I am on an unpaid leave of absence, what happens to my health benefits?**
While on Family and Medical Leave Act, the District continues to pay for dental and vision and the employee would be billed for their portion of their medical premium that is usually deducted from their paycheck by the District.
While on an Unpaid Parental Leave of Absence, the employee can choose to self-pay for their medical, dental and/or vision benefits. The dental and vision benefits would be billed to the employee by the District and the medical benefits would be billed directly by the medical carrier. The employee would need to schedule a time to meet with the Benefits Specialist to complete the required forms to self-pay for medical, dental and/or vision benefits. It is best to email the Benefits Specialist at benefits@mdusd.org
14. **What percent of the school year do I need to work in order to move on the certificated salary schedule?**
You must be in a paid status for at least 75% of the school year. There are 183 days in a school year. In order to complete 75% of 183 days, you must be in a paid status for 137 days.
15. **My baby is due during Winter or Spring Break. How will this affect my leave?**
Remember that maternity leave starts the day the baby is born and the six or eight weeks you receive for maternity leave are counted consecutively. You would not be docked sick leave for any time that is not part of your regular work year. If your baby is born during Winter or Spring Break your six or eight weeks will start counting during that time. You would not be charged for any sick leave since Winter and Spring Break are not part of your normal work year.
16. **How do I arrange for a substitute?**
You would need to work in conjunction with your administrator to find a substitute to cover your position while you are out on leave.
17. **What is my responsibility to report absences?**
It is the employee's responsibility to report all absences in SmartFindExpress. The phone number for SmartFindExpress is 925-682-3453. You may work with your office manager if you need assistance in entering your absences.
18. **Does my seniority continue while I am on Family and Medical Leave Act?**
Yes.

For further questions, please call Personnel Services at 925-682-8000, extension 4142, or feel free to call the MDEA Office at 925-676-4664.