



Guidelines for Planning a Child Care Leave of Absence Prior to Delivery, Adoption or Placement of a Foster Child



- Schedule an appointment with the Human Resources Specialist
- Consult your Collective Bargaining Agreement for any particular provisions you may be entitled to or requirements that may exist under that agreement
- You should also review any Board Policies that may apply, such as for Family and Medical Leave (FMLA)
- These are guidelines that may be affected by provisions of your collective bargaining agreement or law

Planning for your Child Care Leave of Absence

What is a child care leave of absence? This is a period of time during which you may be granted an unpaid child care leave from your employment for the birth, adoption or foster placement of a child. You may be granted a child care leave of absence for the period set forth in the collective bargaining agreement which applies to your position, this is a maximum of two years without pay for teachers and eighteen months for support staff.

What is a “period of medical disability”? A period of medical disability which may result from a pregnancy is determined by your physician. This is the period from the first day you are absent from work and “medically unable to continue to perform your duties” related to your pregnancy until your physician determines “you are capable of resuming all the duties of your position”. Typically, this consists of 6-8 weeks but it can be shorter or longer based on your particular circumstances and the determination of your physician.

Can you be paid for your period of medical disability? Yes, you will be paid using your accumulated sick and personal leave days during the period of medical disability ONLY. Once this period is over, you would return to work or continue with an UNPAID child care leave of absence.

Note: You are required to use your accumulated sick and personal leave days beginning on the first day of your absence due to your pregnancy related disability, and your child care leave without pay will begin on the date your doctor certifies that you are physically able to return to work or your paid leave days are depleted, whichever comes first.

Do you have enough accumulated sick and personal leave days? If you have enough sick and personal leave days accumulated to cover 6 to 8 weeks, or other period of pregnancy related disability, you would be paid throughout your period of disability. During this period, count actual school days ONLY, not vacation, snow days, or holidays. Once you exhaust any accumulated sick and personal leave you may have, you would be on unpaid leave.

Do you have a Flex Plan? If you currently have a Flex Plan, you may need to make adjustments. Please consult with Trisha Jansen at 7232.

How do you continue your District health insurance? The Family and Medical Leave Act (FMLA) provides rights to continue health insurance coverage during a pregnancy related disability or unpaid child care leave of up to twelve weeks. This is dependent on you qualifying for FMLA coverage and the submission of certain required forms. Generally, if you currently have District health insurance coverage, under the provisions of the Family Medical Leave Act (FMLA), for birth or adoption, you are eligible for the following benefit:

Your existing health insurance coverage will continue and, as per contract, the District will pay their contractual amount of the insurance premium and you will pay your contractual share of the insurance premium for a maximum period of twelve (12) weeks starting on the first day of your absence due to your pregnancy. Following this 12 week period, you will be responsible for payment of 100% of your health insurance premium until you return to your position.

Note: FMLA starts on your first day of absence and continues for 12 school work weeks, excluding weeks when school is not in session for the entire week (i.e. December recess, February break, Spring break or summer weeks). There are several aspects of FMLA coverage that can be discussed with you when you meet with Human Resources that may impact your particular eligibility and options.