

# Maternal Disability and Childcare Leave

Stamford Public Schools' Maternal Disability and Childcare Leave Policy is intended to meet the requirements of the state and federal Family and Medical Leave Acts ("FMLA"), under which eligible employees are entitled to unpaid leave for qualifying reasons.

## Maternal Disability

You are entitled to all job-related benefits (sick leave, continuation of your health benefits, pension contributions and retirement credit) for any period of time that your physician certifies that you are unable to perform the duties of your job because of your pregnancy.

## Childcare Leave

A leave may be granted to tenured staff upon the birth or adoption of a child. If your spouse is also employed by Stamford Public Schools, a childcare leave will only be granted to one spouse at a time.

## Requesting a Leave

If the need for a leave is foreseeable based on an expected birth or placement of a child, you must contact the Human Capital Development Office by calling 203-977-5903. You must also provide a written notice of your intention to take a leave to the Human Capital Development Office at least thirty (30) days before the commencement of a leave. In all other cases, including FMLA leave taken on an emergency basis, you must provide such written notice as soon as possible. Notice may not be provided after the leave has ended.

Upon receiving your request for a leave, the Human Capital Development Office will send you a kit that will include the following:

- Response to Request for Family or Medical Leave (FMLA)
- Certification of Physician or Practitioner – to certify disability
- Medical Examiner's Certification – for return to work
- Stamford Public Schools' Maternal Disability and Childcare Leave Policy

All forms must be completed in their entirety and returned to Human Capital Development Office.

## Duration of a Leave

For maternal disability leaves, the duration of your leave will be based on your physician's written statement regarding your ability to resume the duties of your job.

For childcare leaves, your leave will normally be for one year's duration plus any fraction of a school year. A request can be made for a one-year extension. The maximum length of a childcare leave is two full years plus any fraction. You must provide a written request to return to your job or to extend a childcare leave to the Human Capital Development Office at least sixty (60) days prior to the termination of your leave. Failure to do so will be considered an automatic resignation.

## Returning From a Leave

You must inform the Human Capital Development Office of your intent to return to work. If your intent is to return to work at the start of a new school year, you must contact the Human Capital Development Office by February 1<sup>st</sup>.

## **Continuing Your Benefits during Your Leave**

Your medical, dental, prescription drug, basic life insurance, basic accident insurance, voluntary life insurance, voluntary accident insurance benefits continue for the duration of your maternal disability or childcare leave. Participation in the flexible spending accounts and contributions to your tax sheltered annuity continue as long as you are on a paid maternal disability or childcare leave. Participation in the flexible spending accounts and contributions to your tax sheltered annuity terminate upon the commencement of your unpaid maternal disability or childcare leave.

## **Paying for Your Benefits during Your Leave**

Benefit contributions will continue to be deducted from your pay for the duration of your paid maternal disability or childcare leave.

Since benefit contributions are not deducted from your pay while you are on an unpaid maternal disability or childcare leave, you will be responsible for making the appropriate contribution. While on an unpaid maternal disability or childcare leave, your benefits contribution is equal to the amount that would have been deducted from your pay if you were on a paid maternal disability or childcare leave.

The exact amount of your benefits contribution will be stated in the Response to Request for Family or Medical Leave notice provided to you by the Human Capital Development Office. Payment of your benefits contribution must be submitted to the Benefits Administration Office within thirty (30) days of the date of the Response to Request for Family or Medical Leave notice. Acceptable forms of payment are a check or money order made payable to Stamford Board of Education.

Upon your return to work, Payroll will resume deducting your benefits contributions from your pay. If your leave was taken based upon the birth or adoption of a child and you have elected to add your child to your benefits, your contributions will be adjusted after you return to work.