

LONGWOOD CENTRAL SCHOOL DISTRICT HUMAN RESOURCES BULLETIN

Maternity Leave Guidelines

Sick Leave:

The recuperation period typically prescribed by physicians for pregnancy is eight (8) weeks. An employee recuperating from childbirth may use a maximum of forty (40) accumulated sick days to cover her absence during this eight (8) week period. This use of sick leave runs concurrently with leave under the Family Medical Leave Act (FMLA) described below.

Additional accumulated sick days (beyond forty (40) days) may be used provided the employee has these sick days already accumulated and if extenuating circumstances exist with regard to the employee's health. Appropriate documentation from the employee's physician must be provided in order to access additional accumulated sick days.

Family Medical Leave Act (FMLA):

The Family Medical Leave Act provides for eligible employees to maintain their health insurance coverage for a period of twelve (12) weeks at the same contribution rates applicable to the employee while in active service. Generally, in order to be eligible to receive FMLA benefits, you must have worked for the district for one (1) year and worked 1,250 hours during the year preceding the start of the FMLA leave.

For purposes of childcare, FMLA typically begins the day the child is born or adopted. Employees must give advance notice of at least thirty (30) days for foreseeable leave based on an expected birth or adoption.. Child care leave is available to the employee under the FMLA, and can be a combination of paid sick leave as described above for the mother's recuperation and unpaid leave, or all paid leave or unpaid leave, up to a maximum total of twelve (12) week, depending on the circumstances facing the employee.

For example, a mother may need to take eight (8) weeks to recuperate from the birth of the child. If she has eight (8) weeks of accrued sick leave, she may use that sick leave, followed by four (4) weeks of unpaid leave for child care purposes, for a total of twelve (12) weeks of FMLA leave. These numbers may vary depending on the availability of the sick leave to the employee, the employee's health condition, and/or other factors. In no event does FMLA leave exceed a total of twelve (12) weeks. The twelve (12) week period for FMLA for 10-month employees does not include summer vacations and/or vacation periods of one (1) week or more.

The above summary description of Maternity Leave is not intended to provide all of the requirements of the FMLA regulations or the requirements of Board Policy 9520, which the District follows. It is intended to be a quick summary of the main points. This summary also does not address any contractual child care leave benefits which may also be available to eligible employees. Those child care leave benefits can be found in the employee's collective bargaining agreement. Specific questions should be addressed to Attendance at Human Resources in Central Office East (attendance@longwoodcsd.org) or (631) 345-2786.

Requesting a Maternity Leave of Absence:

All requests for a child care leave of absence must be placed in writing and addressed to Mr. Richard A. Kollar, Assistant Superintendent of Human Resources and accompanied by a medical note from your attending physician.

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