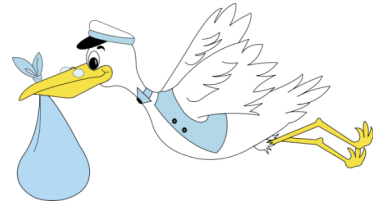


School District 129

TIME FOR CHILD REARING



Questions and Answers for Teachers:

I recently found out that I am pregnant and want to take six weeks off after my delivery. What procedures should I follow?

You should complete a Request for Absence form. On the form, put your anticipated delivery date. If you have a preferred substitute, also record this person's name. Attach a note from your doctor which states your anticipated delivery date. The Request for Absence and doctor's note should be sent together to Tina Watson, Substitute Services Office Professional.

Can I have more time off if I have a caesarian section?

Yes, eight weeks is considered the normal recovery time if you deliver by caesarian. Advise Tina Watson as soon as you know you will be scheduled for a caesarian. You will also need a note from your doctor documenting the caesarian.

Is the six or eight weeks considered sick leave?

Yes. If you do not know how much sick leave you have, you may call the Human Resources Coordinator Patsy Conger (301-5030) or Substitute Services Office Professionals Tina Watson (301-5055) or Nelly Argueta (301-5056) for this information.

Suppose part of my six or eight weeks falls over a holiday or vacation. Does this allow me to take more sick leave time?

No. The six or eight weeks is the six or eight weeks immediately following your delivery regardless of the school calendar.

What if I don't have enough sick leave to cover my six or eight weeks?

If your maternity leave extends beyond thirty days and you exhaust all of your sick leave, you *may* be eligible for the sick leave bank. The first thirty days of absence due to maternity leave will not be covered by the bank. You should work through the Interim Assistant Superintendent for Human Resources Christine Crouch (301-5032) or Human Resources Coordinator Patsy Conger for help with the sick leave bank.

Please explain pay deducts to me.

Pay deducts are figured based on 181 days worked. One day of pay deduct is equal to 1/181 of your gross IRS salary, also known as the per diem. For example:

Annual gross IRS Salary \$28,810
Divided by 181 days \$159.17
\$159.17 is equal to one day of pay deduct.

If I am taking additional time, and will require pay deducts, how will this be handled?

Generally, all pay deducts must be taken out of your check by May 30th for TRS reporting purposes. Specific questions as they relate to your particular situation should be directed to Assistant Superintendent for Human Resources Christine Crouch (301-5032), Human Resources Coordinator Patsy Conger (301-5030), or Substitute Services Office Professional Tina Watson (301-5055).

How can I take additional time to be home with my baby?

You may be eligible for up to 12 weeks through the Family Medical Leave Act (FMLA). The six (or eight with caesarian) weeks following the birth of your child is part of these 12 weeks. Following the six or eight weeks of sick leave, the balance of an FMLA leave can be covered if you have additional sick leave available. Even if you do not, the Board continues to pay their portion of your health insurance during an FMLA leave.

If you are interested in a leave extending beyond the FMLA 12 weeks, you may also request an unpaid Child Rearing Leave under the provisions of Article X of the collective bargaining agreement. The request must be made at least 90 days prior to the anticipated birth of the baby. The maximum length of the leave is the balance of the year in which the leave was requested plus one additional year. You are not paid during a Child Rearing Leave. You may remain part of the insurance group, however you are responsible for the total premium during your leave. A Child-Rearing Leave may be requested in conjunction with an FMLA leave. Your request for a Child Rearing Leave should be made through a letter sent to the attention of Assistant Superintendent for Human Resources Christine Crouch. Approval of the leave requires School Board action.

What if I'm the father?

FMLA and the Child Rearing Leave are provided regardless of gender.

Is there anything else I need to remember?

Yes. If you are covered by the district's health insurance, you must add your new baby to your policy within 30 days of the baby's birth. Please call or e-mail Sara Mendoza (301-5052 or smendoza@sd129.org), Benefits Coordinator, and she will assist you with this process.