

# Maternity Leave Quick Glance Options

Employee if eligible can take up to 12 weeks, but can only be paid up to 6 calendar weeks using accrued sick time or short term disability leave from the date of the birth of the child. This is straight calendar weeks and includes weekends, holidays, and any school break. If it is a c-section the time is extended to 8 calendar weeks. The 6 or 8 weeks of paid time can only be extended longer for medical complications and a DFL must be submitted by the doctor.

## Returning To Work

Employee must submit a DFL form completed by their doctor releasing them back to work before they can return.

## Forms

Go to GSD internet homepage, click on departments, click on Human Resources, hover over the Benefits header and click on Benefit Forms. <http://www.graniteschools.org/hr/benefits/benefit-forms/>

## Planning to take 1 to 6 weeks off

### CONTRACT EMPLOYEE OPTIONS

- 1. *Diagnosis & Functional Limitations Form (DFL)*** - If employee has enough sick/personal leave accrued to get them to 6 weeks.
  - Must be completed by doctor
- 2. *FMLA*** – If employee has zero or some personal/sick days but not enough to cover 6 weeks.
  - Requires both FMLA Application & Health Certification Form completed by doctor
  - Must employed for 1 year and worked over 1200 hours
- 3. *Short Term Disability*** – If employee does not have enough accrued sick/personal time to cover the 6 weeks.
  - Requires both STD application & DFL completed by doctor
  - Provisional employees *NOT ELIGIBLE*
  - Must be enrolled in short term disability
  - Pays 80% of daily rate up to 6 weeks from date of birth of the child

### HOURLY EMPLOYEE OPTIONS

- 1. *15 day w/o & DFL Form*** – Employee only option
  - Requires both 15 day w/o application & DFL completed by doctor
  - Employee may take two back to back 15 day leave for a total of 30 contract days.

## Planning to take 6 to 12 weeks off

### CONTRACT EMPLOYEE OPTIONS

- 1. *FMLA – Is the only option to take you past 6 weeks.*** Employee can use accrued sick or short term disability leave up to 6 weeks from date of birth, the remainder of the weeks taken will be under FMLA but unpaid.
  - Requires FMLA Application, Employee Health Certification Form completed by doctor
  - If short term disability is being used for first 6 weeks, the STD application will also be needed (please see above for STD information)
  - Must be employed for 1 year and worked over 1200 hours

### HOURLY EMPLOYEE

- 1. No Leave Options**