

Congratulations

You're Having a Baby!

from the Lincoln Education Association

The LEA hopes that the information in this brochure will be helpful as you plan for the birth or adoption of your child.

Requesting Leave

If you are anticipating the birth or adoption of a child, you should notify your principal or supervisor of your intention to take leave and the approximate dates you anticipate the leave will begin and end. Your leave may include maternity, paternity, adoption and/or child care leave. Pay for part or all of your leave is discussed below.

You should also make an appointment with Kyla Jensby at LPSDO Human Resources to review your plans and options under LPS policy, LPS group insurance plans and the Professional Agreement.

Maternity Leave

In compliance with federal law, LPS grants leaves of absence for the birth of a child and recovery from the birth. The law requires that leave be granted for such time as the employee is physically unable to perform the duties of her position as certified by her physician. As a practical matter, LPS does not require any certification from a physician for the first six (6) weeks from the date of delivery. Certification will be required from your physician for any medical condition requiring an extended maternity leave either before or after delivery. A doctor's release to return to work will be required in all cases.

Pay for Maternity Leave

During the period of physical incapacity, you may use any Option A annual sick leave or Option B leave you have available. You may also use any accumulated leave you have available after your annual leave is exhausted. If you use all of your paid leave, you will be on **unpaid** leave for the rest of your maternity leave.

Family Medical Leave (FMLA)

As an expectant mother you will be placed on Family Medical Leave, if eligible, for the period of your medical disability and the period of any serious illness or medical disability of your child. Under FMLA, if you have health insurance through an LPS plan, your medical benefits will continue, even if you run out of paid leave, for a period of time not to exceed twelve (12) weeks.

"Paternity" Leave

While there is no special provision for "paternity" leave in LPS policy or the Professional Agreement, new fathers may use Option A and Option B annual leave and accumulated leave to care for the mother and/or child. **Option A sick leave and Option A or B accumulated leave** may only be used by the father while the new mother or child is ill or medically incapacitated. (See "sick leave" provisions in the Professional Agreement.)

Adoption Leave

At the time of adoption, an employee who adopts a child shall be allowed to use a maximum of twenty (20) days of either accumulated or sub-deduct leave. In unusual circumstances, such as, but not limited to, an adoption occurring outside of the U.S., the employee may request the use of an additional ten (10) days of either accumulated or sub-deduct leave. Such request will be made to the Associate Superintendent for Human Resources. The accumulated and sub-deduct leave may be used in any combination at the employee's discretion.

Disability Insurance

For maternity, if you are enrolled in the Long Term Disability Insurance program available through LPS, you will receive benefits under the policy from the date you exhaust your annual and accumulated leave through the end of your period of disability.

Borrowing Sick Leave

Under LPS policy, if you are on a continuing contract, you may borrow annual leave from next school year. Option A employees may borrow applicable leave from the annual allotment for the following school year. Option B employees may borrow up to eleven (11) days of annual leave from the following school year.

Should you not return as an employee of LPS for the following school year, the value of the borrowed leave would have to be repaid to the District.

Health Insurance

In order for your pregnancy to be covered under a policy offered through LPS, you must be properly enrolled in one of the plans. For details on health insurance plan options, benefits and enrollment periods, contact Kyla Jensby at LPS Human Resources.

In order for your child to be covered under an insurance policy offered through LPS, you must enroll the child in your family policy within thirty (30) days of delivery or adoption.

Child Care Leave

The District may grant you unpaid leave for child care beyond any paid leave you may have available for maternity, paternity or adoption leave. Extended leaves for child care are arranged through Human Resources and are typically set to coincide with natural breaks in the school year, such as the start of the school year, quarter breaks, semester break and the end of the school year. Starting and ending dates for unpaid leaves are at the discretion of the District. However, the staff in Human Resources will work with you to find mutually agreeable dates.

LEA Membership

As a LEA member, you continue as an Active Member during a short term leave for maternity or adoption. You retain all rights of membership and will be sent all materials, ballots, etc. by direct mail to your home. Your entitlement to legal services from the LEA, NSEA and NEA remain unchanged. You will also continue to be eligible for all member benefit programs.

Steps To Take

- ♥ **Contact your physician to determine your expected date of confinement or your adoption agency for the date it is anticipated you will receive your child.**
- ♥ **Notify your principal or supervisor of the anticipated arrival date of your child and the date you expect to begin your leave.**
- ♥ **Check your available leave using your most recent pay stub.**
- ♥ **Make an appointment with Kyla Jensby to discuss and make arrangements for your leave.**
- ♥ **Sign all documents necessary to apply for applicable paid leave, unpaid leave and insurance benefits.**
- ♥ **Keep your principal or supervisor advised of your plan for leave and any changes that may occur in that plan.**
- ♥ **Call Teresa Greve at LEA if you wish to change your LEA membership to Reserve status during an unpaid leave. Doing so, however, eliminates your right to legal services should you need them upon returning to LPS employment.**

Important Phone Numbers

**Lincoln Education Association
489-7500**

**LPS Human Resources, Kyla Jensby
436-1593**

