

## Maternity Leave: (Employee Handout)

Disability leaves are approved based on recommendations from your doctor that you should not work due to a medical condition. The information is confidential.

- The date your disability begins is determined by your doctor as the date you should no longer be at work. This date cannot be changed unless the doctor changes it due to your medical condition.
- Short term disability provides 67% of weekly salary to a maximum of \$500 a week.
  - You are responsible to pay your administrator your portion of your employee benefit premiums while you are on leave. Most employees pay these premiums before their leave.
- Standard short term disability leave is 6 weeks for normal delivery and 8 weeks for cesarean delivery; however the length of a disability leave is based on a physician's recommendation and can vary.
- **The Hartford short term disability insurance requires a one week/7 day unpaid waiting period.** This waiting period begins the first day of your disability that would be a normal working day. To provide salary during this first week waiting period, you must use personal leave time.

**FMLA** (Federal Family & Medical Leave Act) protects an employee position and benefits for up to 12 weeks while on a qualified leave; it does not provide pay. The forms listed below should be obtained from your HR administrator. Be sure to complete the forms and return them to your administrator to receive FMLA leave approval.

1. The Employee "FMLA Leave Request Form"
2. The "Physician's Certification of Employee's Health Condition" Form

You can use your estimated due date for the FMLA start date. Teachers do not need to count breaks as FMLA time.

If your Doctor submits a need for early leave to Hartford before the baby is born, your disability leave will begin early as well as your FMLA leave.

If you choose to not be at work, before the baby is born, due to challenges with your pregnancy, you can either use personal leave/vacation time or FMLA unpaid time. **DO NOT TAKE A DAY OFF BEFORE YOUR BABY IS BORN THAT IS NOT COVERED BY PERSONAL LEAVE OR FMLA;** this will cancel benefits during your leave. Be sure to call Hartford to begin your coverage earlier.

- **If you change your FMLA start date to an earlier date, be sure to have the two FMLA forms listed above reapproved. These forms can be obtained from your HR administrator.**

**FMLA AFTER the baby is born:** Leave time may be extended with your remaining unpaid FMLA time and accumulated health leave time, vacation time or paid time off. Any extended leave is subject to the approval of your supervisor.

**Before the baby is born:**

1. Call the claim into Hartford about 2 months ahead of your delivery date. 1-800-898-2458; Hartford Archdiocese Policy #206488. Have your doctor's phone number & fax number and your supervisor's phone number, along with your bank routing number and bank account number for direct deposit.
2. Read & complete the FMLA paperwork (from your location administrator). Complete the Employee "FMLA Leave Request Form" and have your doctor complete the FMLA "Physician's Certification of Employee's Health Condition" Form. Return the paperwork to your administrator. Teachers do not need to count breaks as FMLA time.
3. If you leave work before the date on your doctor's FMLA form, be sure to have the doctor complete a new form with the new date.
4. You may be asked to sign a release at your doctor's office that will give permission to the doctor's office to provide your medical information to Hartford.
5. **Time off, before your delivery, must be covered by personal/PTO/vacation/sick pay, approved FMLA coverage, or approved Hartford Short Term Disability coverage. Do not take time off without coverage.**

**When the baby is born or if you go on doctor ordered bed rest before the baby is born:**

1. Call the Hartford to notify them of the date; 1-800-898-2458.
2. **IMPORTANT:** When the baby is born and you are given the hospital birth memo, log into Paylocity/HR & Payroll/Enterprise Benefits/ Life Event/ Birth. Complete your enrollment adding the baby to your benefits and upload the birth letter to your employee file.
3. **IMPORTANT:** If you have Individual health coverage, you will have Family health coverage effective the day the baby is born, after you complete your enrollment in Paylocity. You will begin paying the Family premium the month after the baby's date of birth. You can add your spouse to the coverage as of the first of the month following the baby's date of birth by completing another Life Event in Paylocity.
4. **Please complete enrollments in Paylocity within 30 days of the baby's date of birth.** Your own benefit coverage will continue uninterrupted. **BE SURE TO CONTINUE TO PAY YOUR PORTION OF YOUR MONTHLY BENEFITS** to your location.

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**After the baby is born:**

1. Request a medical release from your doctor to give to the HR administrator no later than your first day back at work.
2. Call Hartford and notify them when you return to work; 1-800-898-2458.

May you, your spouse and your new baby(s) receive God's blessings always.