

# MATERNITY LEAVE CHEAT SHEET

If you have worked for the district longer than 12 months, than the following is available to you:

- 1) When you give birth, you are disabled. Therefore, you can take Pregnancy Disability Leave (PDL). PDL can be as long as your obstetrician says it takes for you to completely heal from the effects of giving birth. It could be 6 weeks or 8 weeks or longer, depending on how fast or well your body heals.
- 2) While you are on PDL you will be paid from your sick bank. When you are using your sick days, your monthly pay check will look the same. When you exhaust all your sick days, then you will be paid at your half daily rate of pay (maximum of up to 100 days). Your daily rate of pay is your yearly salary divided by your assigned work days (186 for teachers). Then divide this number by 2. This is your half daily rate of pay. When you are paid at your half daily rate of pay, the number of work days in the month (times half your daily rate of pay) is now how your pay check will be calculated.
- 3) If you have disability insurance, like the Standard or American Fidelity, while you are on half daily rate of pay status during PDL, up to 25% of your pay will be supplemented. Please contact your disability insurance company prior to exhausting your sick time so that they may be prepared to supplement some of your pay when or if you go on half daily pay status.
- 4) Once you are cleared to come back to work, you still have available to you, Parental Leave (PL). Parental leave is an additional 12 weeks of child bonding allowed to parents (both parents, including parents who adopt) per state law. All 12 weeks can be taken cumulatively or in at least 2 week increments with 2 exceptions to that minimum time frame. Parental leave expires when the baby turns 1 year old. If parental leave is foreseeable, you must notify the District at least 15 day prior to taking the leave.
- 5) While you are on parental leave, you will be paid from your sick bank. If your sick bank is empty, you will be paid at your half daily rate of pay, keeping in mind the number of contractual work days in that month. Disability insurance will not supplement your pay in this instance because you are not disabled.
- 6) While you are on Pregnancy Disability Leave and Parental Leave, you are considered an active employee. Your health benefits will remain intact and your step and column allowances will be credited to you.
- 7) Beyond PDL and PL , you are allowed more time off, up to a total of 2 years (including PDL and PL), but that additional time called Child Care Leave is unpaid. Your health benefits will cease unless you pay the monthly premium out of pocket (over \$1500 per month dependent on what plan you have), and your step and column will not be considered.
- 8) If you have any further questions, please call the GTA office at 818-240-3924.

