



## Certificated Maternity Leave of Absence Terms

### Maternity Medical Leave of Absence (LOA)

- (Anticipated) absence for birth/adoption in excess of 5 contracted days
- Requires application for Medical LOA
- Requires FMLA paperwork from physician
- Pay/benefit options will be presented to determine approximate impact to earnings and benefits

### Period of Disability (POD)

- Time period prescribed by treating physician to be physically disabled & unable to work
- Typical POD 6 weeks for routine delivery; 8 weeks for C-Section/complications
- Employee can elect to use paid sick leave for their absence
- POD is calculated on 24/7 basis
- Employee cannot work (attend trainings, teach, substitute, etc.) during their POD

### Family Medical Leave Act (FMLA)

- Federal government benefit
- Continuation of district paid medical benefits for a 12-week period when employee is on unpaid leave following birth of child/adoption
- Employee must meet eligibility criteria (completed 1 year/1200 hours)
- FMLA is calculated for contracted days only; break periods not counted
- Employee remains responsible for employee-paid portion of medical benefits
- Benefit FTE remains at same level as when LOA began
- Employee limited to 12 weeks of FMLA per 12 months

### Family Leave Act (FLA)

- Washington benefit which mirrors FMLA
- Continuation of district paid medical benefits for an additional 12-week period after FMLA is exhausted when employee is on unpaid leave following birth of a child/adoption
- FLA is calculated for contracted days only; break periods not counted
- Employee remains responsible for employee-paid portion of medical benefits
- Benefit FTE remains at same level as when LOA began
- Employee limited to 12 weeks of FLA per 12 months

### Full Time Equivalency (FTE)

- Full Time Certificated Contract 1.00 = 180 days x 7 hours/day = 1260 hours

### Prorated FTE

- Number of days/hours actually worked divided by 1260 = prorated FTE

### Bed Rest

- Period of absence prior to delivery prescribed by physician
- Must submit note that states employee is unable to work due to medical condition
- Employee must use sick leave available for leave
- FMLA is counted against medical leave paid & unpaid

