

Adoption Leave Checklist: MEA

Name _____ Due Date _____

Building _____ Assignment _____

Attended Meeting to Discuss Leave Options on _____

Sick Leave Balance _____ as of _____

Eligible for FMLA - YES / NO (circle one)

Minimum of 8 weeks prior to adoption date:

_____ Inform the Personnel Office of adoption date

_____ Provide written statement of the employee's tentative plans for leave with the employee's original signature to Personnel Office & Building Principal

_____ Contact MEA Membership Chair as well as MEA Treasurer

Please note that the collective bargaining agreement allows an employee to use paid sick leave as a deduction from accumulated sick leave for up to 1 week prior to the adoption and 3 weeks following the adoption date for a child age 0 through 18 years. This time period includes vacations, holidays, and days when school is not in session.

Within 7 days of the adoption of the child:

_____ Notify the Personnel Office of the actual adoption date and confirm or update leave plans-contact Payroll Department if you are enrolling in Mayfield Benefits coverage

Within 3 weeks of the adoption of the child:

_____ Provide a letter requesting unpaid leave if it has not already been requested. Letter must include:
-Name, Building, Position/Grade Level
-Date UnPaid Parental Leave shall commence
-Date teacher shall return to the classroom

_____ Date of agenda when leave was approved by the Board

Within 30 days of the adoption of the child:

_____ Submit Healthcare Enrollment Forms with Social Security Number of the baby and provide copies of _____ documents as soon as possible.

Please note that in the case of unpaid leave, the teacher must return at the end of FMLA (which is no more than 12 weeks of contracted time following the birth), or at the beginning of a grading period when the unpaid leave extends beyond FMLA.

In accordance with the collective bargaining agreement, once unpaid leave has been requested and approved, it can only be amended by a "life-changing event" and 4 week notice must be provided before the employee can return to work.