

Parental Leave Checklist: MASP/MEA-ESP

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 due date:

_____ Inform the Personnel Office of pregnancy and due date

_____ Provide statement from physician confirming pregnancy and due 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 3 weeks prior to the birth and 1 week following the birth. This time period includes vacations, holidays, and days when school is not in session.

Within 7 days of the birth of the baby:

_____ Notify the Personnel Office of the actual date of birth and confirm or update leave plans

Within 3 weeks of the birth of the baby:

_____ 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 employee shall return to the classroom

_____ Date of agenda when leave was approved by the Board

Within 30 days of the birth of the baby:

_____ 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 employee must return at the end of FMLA (which is no more than 12 weeks of contracted time following the birth),

For employees assigned to instructional positions:

1. The remainder of any nine (9) week grading period
2. The remainder of a semester; or
3. The remainder of the school contract year

For employees assigned to non-instructional positions shall be any increment of time up to the remainder of the employees' contractual year in which the delivery of the baby or adoption of a child eighteen (18) years of age or younger occurs.

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 (4) weeks written notice must be provided to the Director of Personnel.