

## Maternity Leave

- Submit letter to superintendent for board approval (approximately 4 months before leave)
- 6 weeks paid disability leave, 8 weeks with cesarean. Accumulated sick days need to be used for paid leave. Sick bank can be used, but you need to get to 20 days before sick bank can be used. A letter needs to be submitted to Sandy Motyka requesting use of the sick bank.
- Anything beyond 6 weeks is unpaid. You can take up to 12 weeks and still be covered by insurance at the WEA rate. If you are going beyond 12 weeks, you will pay the full premium for insurance, depending on what policy you have.
- Once you go out on leave, contact Jamie Excell and Deb Trumble so they know when maternity leave begins.
- After the baby is born, contact Deb Trumble and let her know the birth date and name of baby so she can submit that to Excellus
- Jamie will send FMLA paperwork automatically after you put in your letter.