Guidelines for Maternity and Childcare Leave

(Revised December 2022)

Deciding on the amount of childcare leave time best for your specific circumstances is a difficult decision, but **must be made no later than ninety (90) days prior to your anticipated due date.** No later than ninety (90) days prior to that date, you must submit a letter to the Personnel Office stating your leave intentions. Once this request has been submitted and approved you are not entitled to more time (with the exception of the second year as described below).

1. In general, you are expected to work until the baby is born (unless a medical condition, which has been documented by your physician, dictates otherwise). Once the baby is born, you will begin a period of **paid disability/maternity leave for a period of 7 or 9 weeks**, depending on the type of delivery you have. During this 7 or 9 week, *you will get a paycheck, provided that you have earned enough sick days to cover the 7 to 9 weeks of absence, and you will be charged sick days (medical documentation is required).*
2. You have several options for extending the 7 or 9 weeks of disability/maternity leave for the purpose of childcare on an **unpaid basis.**
3. You may extend your leave (reliant on a 7 or 9 week leave) under the provisions of FMLA for a total of 12 weeks leave retroactive to the day the baby is born. During this additional time, **you will not be paid**, nor will you be charged sick days. You will, however, continue to be covered under the health insurance plan at this time and will be billed for your share of the premium cost provided you were enrolled in medical coverage prior to the start of your leave. *New fathers may also request up to12 weeks of FMLA, but they will not be on payroll for any of that time.*
4. You may extend your leave past the 12 weeks for the remainder of the school year (Article XI, Section G). *All of the time after the first 7 or 9 weeks will be unpaid and all of the time past the first 12 weeks will be without medical coverage by the district.* You would have the option to continue your medical coverage through COBRA and you would be billed by the district for the full premium payments.
5. Any BMUST member may take up to two consecutive school years after the end of the year in which the baby is born. *This time will be unpaid (past the first 7 or 9 weeks) and without medical coverage (past the first 12 weeks) provided by the district.* This option allows you to request one year and then the second year. If you are out on this extended leave, you are required to inform the district, **in writing**, of your intentions for the following September no later than the Monday after February break (Article XI, Section K).
6. If the baby is born in the spring semester, you may request to return at the beginning of the second semester the following school year. *This time will be unpaid (past the first 7 or 9 weeks) and without medical coverage (past the first 12 weeks) provided by the district.* (Article XI, Section N). Also, to qualify for this type of leave your FMLA coverage must extend at least one day into the fall semester. If your 12 weeks expires before the end of the school year, you would **not** qualify.
7. Please be aware that:
8. Upon returning from a childcare leave of absence, you are guaranteed a position in your building certification area if your leave **does not** extend to a second full year. If your leave extends to a second full year, you are guaranteed a position in your certification area, but not necessarily in your current school building assignment (Article IX, Section A-1).
9. Teachers who are on childcare or FMLA leave and are on payroll for 50% plus a day of the school year will receive salary credit for the year. Teachers who are on payroll for 25% plus a day of the school year will receive half salary credit for the year. In this situation your new step anniversary will be the first day of the second semester (Article XI, Section L).
10. Your seniority date will be affected by the amount of unpaid leave that you take.

NOTE: Sample letters for each these situations (plus others, not mentioned) are available on the BMUST website ([www.BMUST.org](http://www.BMUST.org)). Any questions or concerns should be directed to your Head Building Representative, Pete Brideson at Grand and for special situations you will be asked to call the Personnel Office at x1013. The letter must be accompanied by a note from your physician verifying your due date.