Guidelines for Maternity Family Medical Leave (FML) applications

Prior to going out on Family Medical Leave:

- Have your doctor complete the Medical Certification for Family Medical Leave (FML) (employee’s own illness)
- Send Medical Certification along with the Application for FML to Human Resources
- HR will review and send a Notice of Eligibility and Rights & Responsibility (approval) to you, your supervisor and timekeeper
- Provide HR with a copy of your most recent timesheet

General FML Information:

- FML provides you with 12 weeks of **UNPAID** leave with the rights of health benefits being continued and reinstatement back to the same or equivalent job. To remain in a paid status, you must exhaust your leave.
- The disability period begins with the birth of the child unless otherwise documented by your physician.
- The Disability period is for six (6) weeks from the birth of the child or eight (8) weeks for a cesarean birth.
- You may only use sick leave for the disability period of your leave. You cannot use sick leave after the disability period.
- To remain in a paid status after the disability period (6 or 8 weeks), only your own vacation leave may be used. You may not use your own sick leave or voluntary shared leave.
- During FML, HR will be responsible for completing your timesheets

Requesting Shared Leave:

- Check the box on the FML application to request Voluntary Shared Leave (VSL)
- Voluntary Shared Leave (VSL) can only be applied after all your own leave has been exhausted.
- **VSL can only be applied during the disability period.** For example, if the physician releases you from further treatment after six weeks, you will no longer be eligible for voluntary shared leave.

Birth of Baby Checklist:

- _____ You must notify HR of the date of the birth of child
- _____ Keep in mind that if you are adding your newborn to the State Health Plan, it must be done **within 30 days of the date of birth.** To ensure that your newborn is covered, the enrollment date should be the first day of the month in which they were born. This is a prepay benefit. You may experience a double deduction the first month.
- _____ If you want to make changes to ANY benefits (dependent day care), the change must be made within **thirty (30) days** of the date of birth.
- _____ HR must receive a copy of your physician’s release, typically at six weeks, **on or before** your 1st day back to work. The physician’s office may fax this to 910-962-2911.
- _____ Upload a copy of birth certificate to the enrollment system if you are adding your child to your health insurance.
- _____ Enter the baby’s Social Security Number to the enrollment system or coverage may be dropped.

_______________________________________    __________________
Employee’s Signature                                                 Date
Please sign, date, and return to your Benefits Counselor in Human Resources.

**Leave use examples:**

You have a child and the birth is not by cesarean, so the disability period is 6 weeks. You are allowed 12 weeks for FMLA.

1. You have enough of your own sick leave to keep you in a fully paid status for the first 6 weeks after the birth and enough of your own vacation to keep you fully paid for another 6 weeks. You have used your 12 weeks of FMLA and remained in a fully paid status.

2. You have 4 weeks of your own sick leave and 2 weeks of vacation leave. You have enough to be in a fully paid status during the disability period of 6 weeks. You had enough leave to get you through the disability period, so you do not qualify for voluntary shared leave. You can remain out for the rest of your FMLA time, but you will not be paid.

3. You have 2 weeks of sick leave, 1 week of vacation and 1 week of bonus leave. You have enough of your own leave to keep you in a paid status for 4 weeks. HR can ask for voluntary shared leave donations for 2 more weeks to get you through the disability period of 6 weeks. You may remain out for the remaining 6 weeks of your FMLA, but you will not be in a paid status.

4. You have lots of your own sick leave but no vacation leave. Your own sick leave will be used for the first six weeks. If you remain out the next 6 weeks, you will be unpaid.

5. You only have one week of bonus leave. HR will use that to pay you for 1 week and request shared leave for the remaining 5 weeks of the disability period. You may remain out after 6 weeks for the rest of your FMLA period, but it will be unpaid.

Please remember, Voluntary Shared Leave is not guaranteed. Human Resources does our best to recruit leave, but we cannot guarantee donations will be received.