

## Guidelines for Maternity Family Medical Leave (FMLA) applications

### Prior to going out on Family Medical Leave:

- Have your doctor complete the Medical Certification for Family Medical Leave (employee's own illness)
- Send Medical Certification along with the Application for FMLA to Human Resources
- HR will review and send a Notice of Eligibility and Rights & Responsibility (approval) to you, your supervisor and leave keeper
- Enter your leave record through your last day of work. During FMLA, HR will complete your leave record.

### General FMLA Information:

- FMLA 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.
- The disability period begins with the birth of the child unless otherwise documented by your physician.
- The Disability period is for six (6) or eight (8) weeks from the birth of the child.

**YOU CANNOT USE SICK LEAVE AFTER THE DISABILITY PERIOD  
YOU CAN ONLY USE VACATION, SPECIAL LEAVE, OR BONUS LEAVE**

### Requesting Paid Parental Leave (PPL):

- Complete the PPL request form.
- Provide birth certificate to HR as soon as possible.
- PPL provides four (4) **consecutive** weeks of leave for recuperation ONLY for the birth mother.
- PPL provides four (4) **consecutive** weeks of leave for caring for and bonding with your child.

### Birth of Baby Checklist:

- \_\_\_\_\_ Complete your leave record through your last work day and notify HR of your last day of work.
- \_\_\_\_\_ You must notify HR of the date of the birth of child.
- \_\_\_\_\_ If you are adding your newborn to the State Health Plan, you **must** add them **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 or more the first month.
- \_\_\_\_\_ Upload a copy of the child's birth certificate to the enrollment website
- \_\_\_\_\_ 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.
- \_\_\_\_\_ If you do not have leave to cover your deductions while you are out, you must bring a check to Payroll before the 15<sup>th</sup> of the month for those deductions.
- \_\_\_\_\_ **HR must receive a copy of your physician's release, typically at six or eight weeks. This does not prohibit you from taking the entire 12 weeks allowed under FMLA. The physician's office may fax this to 910-962-2911.**
- \_\_\_\_\_ **Enter the baby's Social Security Number on the State Health Plan enrollment site as soon as you receive it. The State Health Plan will end coverage if the SSN is not entered.**

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Employee's Signature

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Date