

Information Regarding Parental Leave for NUEA Members

Your **Period of Disability (POD)** is covered by your doctor's note.

- The days included in your POD are work days (not holidays or weekends), and these are subtracted from your accumulated sick days, which means you still get paid.
- In order to use these sick days, you'll need to send your doctor's note to Tiara Morris (tmorris@naperville203.org) in HR (email works fine for this). After the birth of your child, your doctor will write you a note; typically, doctors write a note for six weeks for a vaginal delivery and eight weeks for a cesarean section. However, we advise NUEA members to ask their doctor to put a *specific date of return* (for example, instead of writing "Susan can return to work after six weeks," write "Susan can return to work on February 1"). Ultimately, what your doctor writes on the note is what HR will have to follow.
- The above scenario also works for partners wishing to be at home to care for their partner and new baby immediately following birth or adoption. Ask your partner's OB/GYN or your baby's neonatologist/pediatrician to write you a note, and be sure to ask the doctor to put a specific date of return on the note.

If you've worked in the district for over a year, you are entitled to up to 12 weeks **Family and Medical Leave Act (FMLA)** time.

- Your FMLA time runs concurrently with your POD, so the FMLA "clock" will start the day your child is born. So, if you have a six week POD, then you'll have another 6 weeks of FMLA remaining after your POD ends.
- If both parents work in District 203, they have a total of twelve shared weeks of FMLA.
- School holidays are not counted against your FMLA time. Only days when school is open and you're expected to be at work are counted against FMLA.
- FMLA is unpaid, and if you want to continue your insurance coverage after your POD while you're on FMLA, you'll need to fill out some paperwork for the district (usually HR will ask you to complete this paperwork regardless of your intentions, just to be safe).

If you want to extend your leave beyond your POD and FMLA time, then you'll be taking an unpaid leave of absence. This, of course, is unpaid, and you'll be responsible for paying for the entirety of your insurance premium out of pocket. This tends to be very costly. If you want to calculate the cost of your insurance while on unpaid leave, please contact Michelle Wavering (mwavering@naperville203.org) at PSAC.



Information for non-tenured educators: Your tenure status has no impact on your ability to use sick days for parental leave, as long as you've got a doctor's note to cover your leave. However, tenure is a factor when the School Board determines whether you are eligible for an unpaid leave of absence.

Other questions? Please contact Jen Smith at jschueme@gmail.com.