

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
- Enter your leave record up to your last day of work and submit it.

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
- You may only use sick leave for the disability period of your leave. You cannot use sick leave after the disability period.
- 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:

- _____ 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.
- _____ 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.
- _____ If you do not have leave to cover your deductions while you are out, you must bring a check to Payroll on the 15th for those deductions.
- _____ 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.
- _____ Send a copy of birth certificate to Benefits Counselor if you are adding your child to your health insurance within 30 days of the birth.
- _____ **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.**

Employee's Signature

Date