

What are your leave options while you are expecting a baby and after your baby is born?



By contract, you are eligible for a variety of leaves, some with pay and some without pay.

Use this brochure and the Negotiated Contract (Article X: Leaves), to help you decide which leaves are best for you and your family.

If you still have questions, contact:

UFEA President

Or

Randall Vincent
Assistant Superintendent of Operations
Unit Office



Frequently Asked Questions:

Q. Can I take "Maternity Leave?"

A. There is no "maternity leave" in our negotiated contract. You are eligible for **Sick Leave** until your doctor releases you to work. If your **Sick Leave** is exhausted before you are released, you may be eligible for up to 30 days from the **Sick Leave Bank**. After you are released, you can apply for "**Parental Leave**," which is an unpaid leave of absence.

Q. How do I access the Sick Leave Bank?

A. You may request a **Sick Leave Bank** form from your building principal, or download it from the UFEA web site at UFEA.org. You must transfer one of your **Sick Leave** days to the **Sick Leave Bank by the required date** at the beginning of the school year to be eligible to draw from the **Sick Leave Bank**.

Q. What if my baby is sick?

A. You may take **Sick Leave** or **Personal Leave** to care for a sick child. You may not use **Sick Leave Bank** days, except for your own personal illness or disability.

Q. What if I'm the baby's father?

A. You may use your accumulated **Sick Leave** to care for your child according to the provisions of the Negotiated Contract, Article X: Leaves, Section 10.1.1. You are also eligible for "**Parental Leave**."

Q. When should I tell my principal about my plans?

A. You will want to inform your principal that you are expecting when you inform family and friends. As the baby's birth approaches, keep your building principal informed about your plans for taking leave so arrangements can be made for a substitute. As soon as possible after your baby is born, tell your principal when you plan to return to work.

Expecting A SPECIAL DELIVERY?



YOUR LEAVE OPTIONS

McLean County Unit District No. 5
Unit Five Education Association

Paid Leave

While you are on paid leave, including **Sick Leave**, **Sick Leave Bank**, and **Personal Leave**, you will be paid your full salary and the Board will continue to pay your health insurance premiums. If you are non-tenured, taking a paid leave will not interrupt the process of acquiring tenure.

SICK LEAVE

You may use **Sick Leave** any time you are unable to work because of illness or disability. You may need to use **Sick Leave** for a time before your baby is born if you experience complications. You will also be eligible for **Sick Leave** from the time your baby is born until your doctor releases you to return to work (generally 6 weeks postpartum for uncomplicated deliveries, 8 weeks if there are complications). **Sick Leave** accumulates at the rate of 11 days per year. If you are unable to work, but do not have enough accumulated **Sick Leave**, you may be eligible to access the **Sick Leave Bank**.

SICK LEAVE BANK

Sick Leave Bank may be used only for your own illness. You may apply for **Sick Leave Bank** days if:

- you have contributed one of your **Sick Leave** days to the **Sick Leave Bank by the required date** in the current year, and
- you have exhausted your accumulated **Sick Leave**, and
- you will be absent for 3 days or more after your accumulated **Sick Leave** is exhausted.

PERSONAL LEAVE

You may take two days of **Personal Leave** in each school year. You may use **Personal Leave** for your own illness or if you need to care for a sick child.



Unpaid Leave

If you want to stay at home to care for your new baby after your doctor releases you to return to work, you may apply for an unpaid leave.

During the time you are on unpaid leave, your salary will NOT be paid, and your health insurance premiums will NOT be paid by the Board of Education.

You may purchase health insurance benefits as a part of the Unit 5 group while you are on leave, but you will be responsible for paying the monthly premium.

While you are on unpaid leave, you are still considered an employee of the district and a bargaining unit member. You must pay Association dues or fair share fees even while you are on leave. It is important to notify the Board by March 1 if you plan to return to work in the fall of the following school year.

If you are tenured, you will retain your tenure status during unpaid leave. If you are non-tenured, unpaid leave will interrupt your continuous employment status, and you will begin your probationary period again if you return to employment in the district following your leave.

You may qualify for a maximum of 3 consecutive years of unpaid leave, one year at a time.

PARENTAL LEAVE

You may request **Parental Leave** without pay for a specified period of time up to one year.

FAMILY HARDSHIP LEAVE

When your **Parental Leave** has expired, you may request **Family Hardship Leave** without pay. **Family Hardship Leave** may be granted for any period of time up to a maximum of one year.

PLANNED EXTENDED LEAVE

TENURED TEACHERS ONLY may apply for **Planned Extended Leave** without pay for one year.



Remember:

- You must notify the Board of Education when you plan to return to work following an unpaid leave. If you are on leave during the spring semester, you must notify the Board by March 1 if you plan to return to work in the fall of the following school year.
- When you return to work, the district will make every effort to offer you the same or similar position as that which you held prior to your leave.
- If you are on leave for a full school year, you will not advance on the salary schedule during that time.
- You must work at least 90 school days in one school year to receive experience credit for that year on the salary schedule.
- **Sick Leave Bank** days may not be used to care for your newborn child.
- If you want to use the **Sick Leave Bank**, you must transfer one of your **Sick Leave** days to the **Sick Leave Bank** at the beginning of the school year by the designated date. Ask your building principal for a transfer form.
- If you plan to add your child as a dependent on your Unit 5 health insurance plan, be sure to notify the Unit 5 business office within 31 days of the child's birth.