



Maternity/Family Medical Leave

OEA Bargaining Unit Members

1. **Letter From Doctor to Human Resources** requesting the leave at least 60 days prior to the beginning date.
 - Due Date—expected beginning date of leave
 - Ending Date—expected ending date of leave
 - Number of sick days remaining to date—work with Mary Roe, Payroll Coordinator
 - Indicate if you want to use personal business days; must use all sick days
 - Unique Circumstances (Examples: P/T Conferences; Snow Days)
 - Provide a copy to OEA Membership—Michelle Beck
 - Attach certification from your physician

2. **Family Medical Leave Act**—Guarantees your benefits will be paid by the district (district portion) for 12 weeks; after the 12 weeks or after the employee runs out of sick leave (whichever is latest) the employee must pay for the insurance in full through COBRA provisions.

3. **Short-Term Disability**
 - STD is a medical term and length is defined by physician
 - Natural childbirth=6 weeks; Cesarean=8 weeks (starting from date of delivery)
 - STD time can be lengthened if doctor requires bed rest on the front end
 - MUST utilize all sick leave first; remaining time of “disabled window” will be paid at a daily rate of 66 2/3%
 - Once you run out of sick leave and you are beyond the STD period it is unpaid days

4. Maternity leave, Family Medical Leave, Sick Days and the Short-Term Disability “window” all run concurrently.

5. After the Board approves the request you will receive an “official letter” from H.R.

6. After you deliver, please email the actual delivery date to Mary Roe, Rhianna Walworth, and Steve Keskes so that your paycheck accurately reflects sick leave, STD and unpaid days. Also call OEA membership, so you are charged appropriately for union dues.



NOTES:

- **You must be paid for 140 days (actual days worked + sick days) to move up to the next step on the salary schedule in the following school year.**
- **ORS implications: In general, members earn 1 year of service credit when they work 1,020 hours within the July 1 through June 30 school fiscal year. Due to the hours cap, a full year of credit will not always be granted when an individual has worked 1,020 or more hours in the school fiscal year. Breaks like Spring Break and Winter Break do not count.**

Use Google Form to upload all documents: <https://forms.gle/aEYopDX5aRCwBUVD6>

Here is a link from the recording of last night's meeting:

https://zoom.us/rec/share/4c-UiCwpcFNcW_JaQRz_f23TnioXXYEy8i-trivE5tzEA8temRAq-UOTuMJ8o1N6.L9jLRrE5zxm25YFU