Yale University

*Absence Management Programs*

Taking a Maternity Leave at Yale

Congratulations on your upcoming new addition to the family! To prepare you for your time away from work, here are a few things you need to know about taking your maternity leave of absence:

1. **When to Request a Maternity Leave**

Request your leave of absence approximately 45 days before your estimated due date.

1. **Requesting a Leave**

To request a leave, please contact The Standard, Yale’s third-party administrator for leaves of absence, by calling Yale’s Employee Service Center at 203-432-5552 and **pressing option number 4**.

Be prepared to give The Standard your estimated due date and your health care provider’s information (name, phone number and fax number).

* Once the leave is requested, The Standard will send an *Authorization to Release Health Information* form to you in the mail. Please complete this form and return it to The Standard to expedite the processing of your maternity leave. Your consent allows The Standard to contact your provider to verbally confirm your due date.
1. **Types of Leaves**

Your maternity leave will be split into two separate leaves:

* **Pregnancy/Childbirth leave –** You may choose to begin this leave up to 2-weeks prior to your estimated due date. The leave typically ends 6-8 weeks after the delivery date, depending on your type of delivery and job classification.

***And***

* **Bonding/Child Rearing leave** – Leave begins after the Pregnancy/Childbirth leave ends. You are eligible to take up to 26 continuous weeks of Bonding/Child Rearing leave. This leave may be taken and completed prior to the child turning 1 year old.
**Note***: this does not have to be taken immediately following Pregnancy/Childbirth leave.*
1. **Things to Keep in Mind**
* Notify your supervisor about your plans for time away from work prior to filing a leave of absence. You can always call The Standard to ask general questions, but once you formally submit your leave request, your supervisor will be notified.
* For more details on taking a leave of absence and accrual usage during your leave, please visit the Absence Management website at:

<https://your.yale.edu/work-yale/benefits/leaves-absence>