M&P Pregnancy/Childbirth (Maternity) & Child Rearing/Bonding Info Sheet

You are eligible to request two different leaves: Pregnancy/Childbirth (maternity leave) and Child Rearing/Bonding.

**Pregnancy/Childbirth (Maternity) Leave**

- An absence related to pregnancy (maternity leave) may begin up to 2 weeks prior to your estimated due date and ends 8 weeks after the birth of your child.
- You are eligible to apply for Short Term Disability (STD) through The Standard.
- **Sick time spend:** If you have more than 5 sick days accrued at the time of leave, you *must* utilize the sick accruals prior to the start of STD payments from The Standard.

**Sick spend-down chart**

<table>
<thead>
<tr>
<th>Week</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Sick or PTO can be used to cover the first five (5) days during the waiting period. May be unpaid, if no accruals exist.</td>
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<tr>
<td>Weeks 2-8</td>
<td>100% paid - either through using your sick accruals or through payments from the STD benefit. STD salary coverage starts when you have 5 or fewer sick days remaining in your accruals bank.</td>
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<tr>
<td>Weeks 9-26</td>
<td><em>If medical reasons determine a need to extend this leave past the 8th week after delivery, STD may continue during weeks 9-26.</em> During this time, coverage drops to 60% coverage regardless of available sick days. (Must be approved for STD to receive this benefit.) You may supplement PTO for the remaining 40% of pay.</td>
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**NOTE:** Dependent on birth date, benefit will end 8 weeks after birth.

**Child Rearing/Bonding Leave**

- This leave is taken after pregnancy/childbirth (maternity) leave ends.
- Child Rearing/Bonding leave can be requested for up to 26 weeks. This is a continuous leave, to be completed within one year after birth.
- Child Rearing leave is an **unpaid** leave, however you may use your paid time off accruals.
  - **Parental Pay Benefit** - Effective 1/1/19, an M&P staff member on an approved child rearing leave is eligible for Paid Parental Leave where the employee will be paid his/her regular salary for the first 4 weeks of child-rearing absence.
  - The paid time off you accrue during the paid portion of the leave may be used during your leave, or may be saved for use immediately when you return to work.
  - If you are on an unpaid leave, the paid time off you accrue can be used upon return to work.
Pay Deposit
Please note that you *may* receive multiple pay deposits while on this leave. This is due to the Workday system splitting charging between the different types of absences that may occur within a month. This issue is being researched, but we would like you to be aware of it.

For example: During any month’s 4 week period, if you finish your maternity leave during week 1 and then receive parental pay during weeks 2-4, the Workday system may produce 2 different pay deposits to account for the different charging structures. Your gross pay will remain the same.

Maternity Leave Checklist

☐ Notify both your supervisor, and HR Generalist about your plans for time away from work. Your HR Generalist can partner with your supervisor in developing a transition plan for work coverage in your absence.

☐ To request a leave, please contact The Standard, Yale’s third-party administrator for leaves of absence at least 4 weeks prior to your leave start date, 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.

☐ The Standard will need confirmation of your last day worked AND the delivery date.

☐ Please remember to add your new child to your health insurance in Workday (if applicable). This should be done within 30 days of the baby’s birth. You need the baby covered from Day 1.

☐ When you are ready to return, please notify the Absence Management team about your anticipated return date. We will also reach out to you prior to your end date to confirm your return plans and adjust your timecard, if needed.

☐ If you have considerations about a change in schedule or a transition plan for your return, please contact your supervisor and/or HR Generalist. Please note that if you transition back to work on a reduced schedule, you **must** notify the Absence Management team and The Standard about your schedule. M&Ps are paid from the Workday system, and therefore Kronos adjustments may not result in the correct payout.