Yale Absence Management

Maternity & Child Rearing Info Sheet | Managerial & Professional

You are eligible to request two different leaves: Short Term Disability due to Pregnancy (maternity leave) and Child Rearing.

**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>Description</th>
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<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>If medical reasons determine a need to extend this leave, STD may continue during weeks 9-26. 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.

**NOTE:** Please remember to add your new child to your health insurance in WorkDay. This should be done within 30 days of the baby’s birth, to ensure the baby is covered from Day 1. Also, please notify The Standard of your delivery date.

**Child Rearing Leave**
- This leave is taken after maternity leave ends.
- Child rearing 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**, however you may use your paid time off accruals.
  - **Parental Pay Benefit** provides up to 2 weeks of paid absence from work (this is the first 2 weeks of an approved child rearing leave for birth or adoption).
  - 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**

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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; then receive parental pay weeks 2 and 3; and subsequently use paid time off accruals during week 4 – the WorkDay system will produce 3 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.

Submit a request for leave of absence and STD together by calling 203-432-5552, option #4. A representative from The Standard will be available 24 hours a week, 7 days a week, to help you initiate a claim.

*Please note that your manager will receive a notification after you file a claim (no medical information is shared). We recommend discussing your planned time away from work with your manager before finalizing the claim intake process.*

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

When you are ready to return, please notify the Yale 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 Yale Absence Management team about your schedule. M&Ps are paid from the WorkDay system, and therefore Kronos adjustments may not result in the correct payout.