



What do I need to know about my maternity leave:



Through Wall

- ✓ You can use 20 sick days up to the due date (within the four week period) and 20 sick days after the due date (within the four week period).
- ✓ You can then go on unpaid leave if you choose. (Length of time depends on due date)
- ✓ You need to write a letter to the superintendent and cc your principal and supervisor and include a doctor's note.
- ✓ You need to print off the one page family leave paper off the Wall website: Human Resources, Employee Info, leave request form. This needs to be completed and returned to Janet Essner.
- ✓ If you receive health benefits, you will receive them for the period of leave under the law and then pay into cobra.
- ✓ If you waive benefits, they will be prorated to how long you are here that year.
- ✓ In order to move up on the guide, you must work 91 days or more in the school year.



Through individual disability (this is on your own): Prudential, Aflac, etc

- ✓ You need to have disability before you become pregnant in order to claim the disability.
- ✓ Depending on what you pay into it may affect when you take your leave
- ✓ Call them to let them know you are pregnant
- ✓ Call them again when you have the baby



Family Leave

- ✓ You need to print off the family leave papers found online at State of NJ Department of Labor and Work Enforcement, family leave. These papers cannot be sent out UNTIL you are on unpaid leave, however you can fill them out prior and have them ready to go.
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- Contact Tinamarie Hennessy for any questions or to help you plan your maternity leave.

Congratulations!