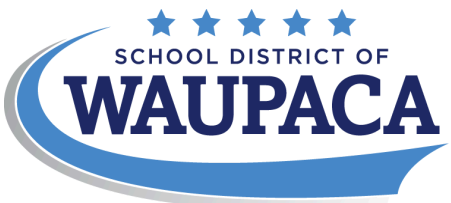


Expecting Parents Packet



Respectful, Responsible, Safe & Prepared

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Introduction

Congratulations on the expansion of your family! At the School District of Waupaca, we are honored to be a part of your journey. We have prepared this packet to be a resource for you, providing useful information on what steps to take, how to use your time off, how to utilize the Family Medical Leave Act (FMLA), how to prepare for leave, and to answer other questions you may have.

Keep in mind the School District of Waupaca consists of many positions, please make sure you are reading the sections that pertain to you. If you have any questions or need help along the way please reach out to any of the following people:

District Office:

Kylie Harkin - Payroll Specialist

kharkin@waupacaschools.org

(715) 258-4121 ext. 6002

Brenda Plum - Board of Education (BOE) Administrative Assistant

bplum@waupacaschools.org

(715) 258-4121 ext. 6011

Austin Moore - Director of Business Services

amoore@waupacaschools.org

(715) 258-4121 ext. 6006

Principals by Building:

Jenifer Erb - WHS

ierb@waupacaschools.org

(715) 258-4131 ext. 1104

Jody Pankratz - WLC

jpankratz@waupacaschools.org

(715) 258-4141 ext. 5507

Anthoney Markon - CEC

amarkon@waupacaschools.org

(715) 258-4151 ext. 4324

John Meyer - WMS

jmeyer@waupacaschools.org

(715) 258-4140 ext. 7607

Family and Medical Leave Act (FMLA) - Brief Overview

What is FMLA and what does it stand for?

- FMLA stands for Family and Medical Leave Act. It is a labor law that grants employees, who have been employed for a year or longer, the ability to take up to 12 weeks unpaid, job protected, leave, per year to assist or recover from specific family and medical reasons. For example: childbirth, adoption, surgery, or a serious health condition.
- FMLA protects the employees' and the employer, while helping create a safe and healthy work environment.

Who is eligible for FMLA?

- An employee can only use FMLA once they have been employed for at least 12 months and have worked 1,250 hours or more in the last year. FMLA also only applies for businesses who have 50 or more employees.

Sick time? Vacation time? Or FMLA?

- FMLA is different from sick time or vacation time in that FMLA is used for long term conditions. You would not take FMLA because you have a cold or are going on family vacation. Depending on why you are taking FMLA there are some different rules for different situations.
- At the School District of Waupaca employees have the option to use sick time or vacation days while using FMLA to receive some pay while they are gone, but it is not required.

Believe you Qualify for FMLA?

- Contact Brenda Plum for verification that you qualify for FMLA
- Send a notification of leave to your building principal, Payroll Specialist, Board of Education (BOE) Administrative Assistant, and Director of Business Services
- Fill out the paperwork provided by the Board of Education Administrative Assistant
- Meet with your Payroll Specialist to discuss your time off dates and pay deductions
- Enter your estimated time into skyward and frontline (if dates need adjusting - Your Payroll Specialist will do it)

*Note: if an employee is gone for a personal medical reason, they may need a "Return to Work" letter from a doctor stating what restrictions they may have and that they can return to work.

Further Questions?

- Every case of FMLA can look a little different and it can get confusing, so if you have any questions please reach out to your payroll specialist. They will be happy to set up a meeting with you or answer any questions over the phone or email.

Check List: What's Needed From You

(Print this page as a helpful reference and check list).

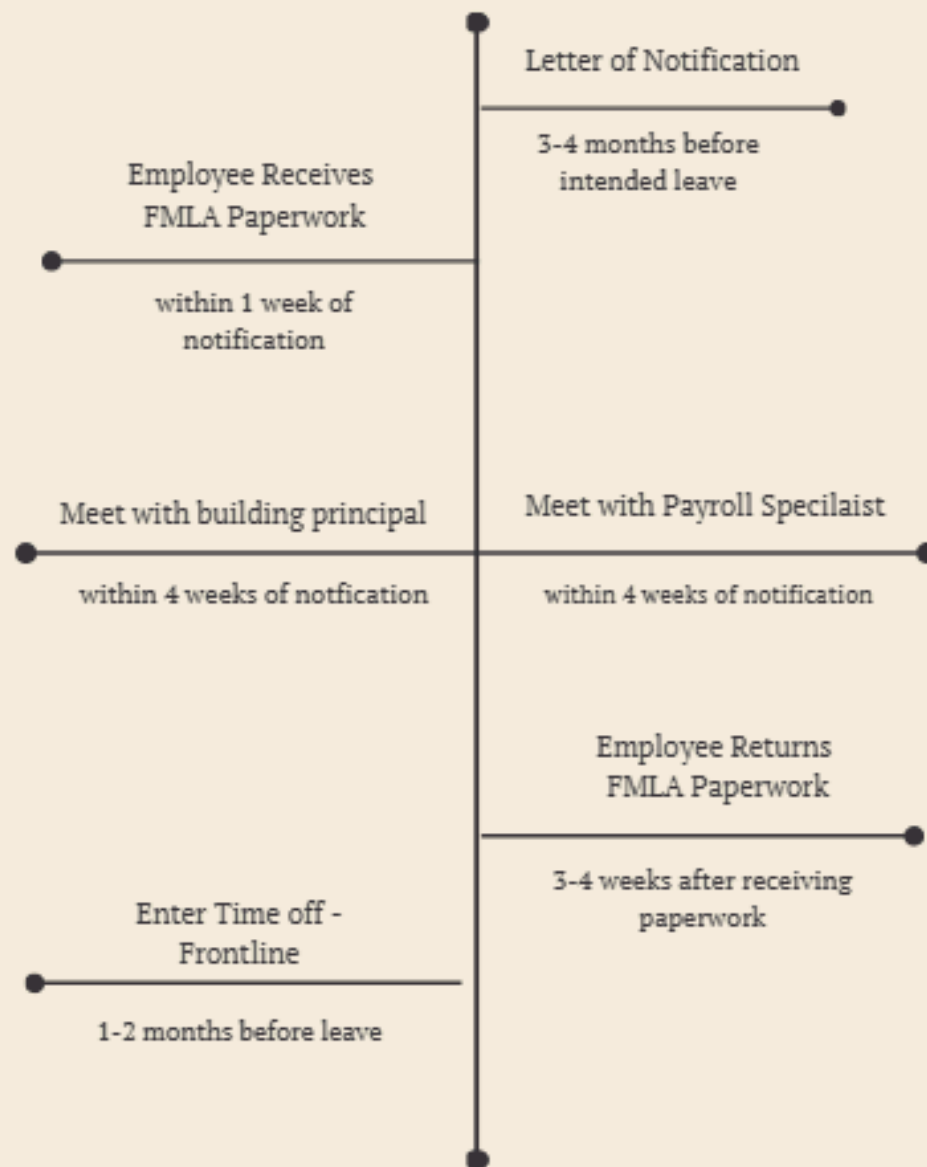
Check List - For your use

- ☐ Send email/ Letter of Notification to your principal, Payroll Specialist, BOE Administrative Assistant, and Director for Business Services
- ☐ Receive FMLA paperwork from BOE Administrative Assistant (not available on website)
- ☐ Meet with Payroll Specialist to discuss length of leave and review deductions
 - ☐ Finalize deduction plan (ie: you have chosen what specific options you would like to utilize and Kylie is aware of the final plan)
- ☐ Meet with your building principal
- ☐ Return your FMLA paperwork to BOE Administrative Assistant
- ☐ Time off is entered in Frontline and Skyward

Other:

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IDEAL TIMELINE



The earlier you notify-the earlier we can start deductions - if preferred

Step One: Letter of Notification

To start the process, create an email notifying the following people:

- Your Principal
- Payroll Specialist
- BOE Administrative Assistant
- Director of Business Services

An email template is shown below:

Hello All,

I am needing to start the process of taking FMLA for maternity/paternity leave. The intended dates for leave are 00/00/0000 to 00/00/0000. Will you please send me the documentation that needs to be completed?

Thank you,
(your name)

Step Two: Paperwork

The BOE Administrative Assistant will send you a State FMLA form that you need to complete. This is to make sure the employee and the employer are complying with FMLA laws.

The form will have information that you need to fill out regarding your leave. Once the form is complete, you can turn it back into the BOE Administrative Assistant.

Step Three: Meet with the Payroll Specialist

Next, the Payroll Specialist will reach out to you to set up an appointment to meet in person, Google Meet, or phone call to go over your dates of leave and how you want to use your sick days/vacation, along with your deductions. This meeting should only take about 30 minutes.

What are deductions?

If you are a contracted employee or salary employee, you are paid a contracted amount for the allotment of time you are supposed to work. When you take FMLA we give you the option to still get paid while you are gone, but you have to “pay” back that amount when you return, thus you get it deducted from your paychecks when you decide to start deductions.

We also provide the option where you will not get paid while you are gone and you pay us for any insurance you have deducted from in your regular pay checks. You can also use sick days

and vacation days to assist with the deductions. If this information seems confusing, do not worry, we have a nice spreadsheet that helps explain everything.

If you are not a contracted employee and you are paid hourly, we will use this meeting to discuss how you would like to utilize your vacation/sick time and how your current benefits will be paid while you are on leave.

In the meantime, start thinking about what you want your paycheck to look like before your leave, while you are gone, and when you return.

Step Four: Meet with your Building Principal

Each position and building may have different requirements for what your building principal needs. Please set up an appointment to meet with your building principal to review the amount of time you will be gone, lesson plans, sub coverage, and any other requirements.

Step Five: Return FMLA Paperwork to the BOE Administrative Assistant

Once your FMLA paperwork is completed, please turn the forms back in to the BOE Administrative Assistant.

Step Six: Entering your time in Skyward and Frontline

Once you have decided approximately how long you will be gone and how much personal time off you will be using, enter the time into Frontline and Skyward.

Frontline:

- You will enter your time off directly into Frontline, so sub coverage can get started
 - You will enter your leave as one block of “Sick” time - regardless of how it is getting entered in Skyward.
 - When entering your absence, mark that a sub is not needed and reach out/ work with your building secretary to get sub coverage.
 - Note: If you mark that a sub is needed, any sub is able to pick up your absence.

Skyward:

- The Payroll Specialist will enter your time off for you in Skyward, so that it matches up with your deductions, vacation, and short-term disability (if elected Short Term Disability at the time of hire or during open enrollment - check with your Payroll Specialist on election details).

Short Term Disability (Maternity Leave Only)

If you signed up for Short-Term disability during open enrollment, you can apply for Short-Term disability while you are on maternity leave **(this does not apply for paternity leave)**. You would apply to use your Short Term Disability **30 days before your leave**. Short-Term disability would pay you a specific amount, per week of coverage, based on what level you signed up and paid for (see chart below).

Short Term Disability Options		
	You Pay	You Would Get
Option 1	\$11.46	\$147
Option 2	\$13.36	\$175
Option 3	\$17.18	\$224
Option 4	\$21.02	\$273
Option 5	\$22.92	\$301
Option 6	\$27.38	\$357
Option 7	\$31.86	\$420
Option 8	\$35.04	\$462
Option 9	\$38.22	\$504

To start the application process, to use your pre-selected Short Term Disability, request the Short-Term disability packet from the Payroll Specialist. You can also discuss this option during your deductions meeting with the Payroll Specialist.

There are three main parts of the Short Term Disability Packet:

- The Employer Section
- The Employee Section
- The Employee Attending Physician Section
 - Note: the amount of time for this paperwork to be completed by your physician can vary greatly, call ahead or ask at an appointment about the wait time and process for Short Term Disability paperwork completion.

The employer will complete their section and submit it online. Once you have completed your section and the doctor has completed the physician section, you can mail the packet in yourself - address listed in the packet, or you can return it to the Payroll Specialist and they will submit it online for you.

Note: If you chose to mail the application - it may take longer to process.

It is important to note that there is a 3 day waiting period to receive benefits that you will not receive compensation for. While you are in the 3 day waiting period, you can use your sick/vacation time through the district to receive pay. While you are receiving short-term

disability you can not use sick/vacation time, but you can use it before and after the short-term coverage period to help with deductions (noted above).

Short-Term Disability Leave Amounts:

- Vaginal Delivery - 6 weeks
- C-section Delivery- 8 weeks
- Adoption - None

What if Dates Change?

The arrival of a child is not precise thus causing your start or end date to fluctuate and that is okay. This whole process is adjustable and will be molded to your personal circumstance. If your leave starts earlier, or later, we will adjust dates, deductions, and anything else that needs to be adjusted. We start this process early to make sure the employee and employer are as prepared as possible, but it is not set in stone. Continued communication with your building principal and the payroll specialist will ensure a smooth transition into your FMLA leave.

If dates change, please contact the Payroll Specialist.

Insurance - Your Life Changing Event

Within 30 days of a life changing event, like a child being born, an employee has 30 days to adjust their benefits.

To ensure the child can be added to your insurance within the allotted 30 days, the School District of Waupaca asks that you notify the Payroll Specialist within 25 days of the baby being born. This allows ample time for the child to be added to your insurance, and follows the guidelines set forth by the insurance company.

When notifying the Payroll Specialist, please include the following details:

- The Childs
 - Name
 - Date of Birth
 - Gender

Note: Do not wait until you receive the Social Security card for your child to notify the Payroll Specialist. The Social Security card may take longer than 30 days to arrive.

Returning from FMLA

Depending on what kind of FMLA leave you are taking, there are a few things that need to happen before you can return.

Maternity Leave - Postnatal Care:

(Postnatal Care is considered right after the baby is born.)

Step One: Physician Clearance Letter

Contact your doctor to receive a "Return to Work" letter. The letter should include any restrictions that you may have. This needs to be completed and sent to the Payroll Specialist and your principal before you can return to work. This is typically done at the 6 week postpartum appointment.

Step Two: Notification of Return

Send an email detailing your return to the following people:

- Your principal
- Payroll Specialist
- BOE Administrative Assistant
- Director of Business Services

Email Template:

Hello All,

With my FMLA leave coming to an end, I am emailing you to let you know of my impending return to work. My first day back will be 00/00/0000. Please see the attached "Return to Work" letter.

Thank you,

Step Three: Return to Work

Once you have completed steps one and two above, you are able to return to work as normal, unless you are given restrictions by your doctor. If restrictions are given you may return to work while following the listed restrictions in your "Return to Work" letter.

Paternity Leave - Postnatal Care

(Postnatal Care is considered right after the baby is born.)

Step One: Notification of Return

Send an email detailing your return to the following people:

- Your principal
- Payroll Specialist
- BOE Administrative Assistant
- Director of Business Services

Email Template:

Hello All,

With my FMLA leave coming to an end, I am emailing you to let you know of my impending return to work. My first day back will be 00/00/0000.

Thank you,

Step Two: Return to Work

Once you have completed step one (above), you are able to return to work as normal.

Maternity/Paternity Leave - Child Bonding:

(Child Bonding Leave is considered a separate leave from when the baby is born, as in there is a return to work period in between when the baby is born and this leave)

Step One: Notification of Return

Send an email detailing your return to the following people:

- Your principal
- Payroll Specialist
- BOE Administrative Assistant
- Director of Business Services

Email Template:

Hello all,

With my FMLA leave coming to an end, I am emailing you to let you know of my impending return to work. My first day back will be 00/00/0000.

Thank you,

Step Two: Return to Work

Once you have completed step one (above), you are able to return to work as normal.

In Closing...

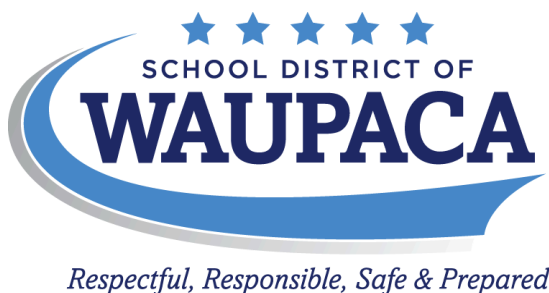
The mission of the School District of Waupaca is to develop our students' capabilities and confidence to achieve their dreams and make the world a better place. The District will provide a safe, compassionate environment while using community resources wisely.

As is our mission, we hope this packet ensures you have a safe, compassionate experience throughout this exciting time in your life. In the future, the school district looks forward to the opportunity to help your little one achieve their dreams and make the world a better place.

Please reach out with any additional questions or concerns. We wish you the best of luck navigating this exciting time.

Sincerely,

The School District of Waupaca



Frequently Asked Questions

Q: Can I split my FMLA leave into two parts: When I have the baby and separate bonding time?

A: Yes, as long as it occurs within 12 months from the date of birth. For example: You can take 6 weeks of FMLA right after the baby is born for postnatal care, return to work for a while, and then take another 6 weeks for child bonding.

Q: Can a mother take FMLA leave during her pregnancy?

A: Yes, if a mother is having severe symptoms during her pregnancy, the mother can take FMLA leave during her pregnancy, if approved by a doctor. Keep in mind that FMLA only covers 12 weeks each calendar year.

Q: Do non-contract days count towards my FMLA weeks?

A: No, days you would not normally work, including summer break, does not count towards your FMLA leave. (There are some expectations - please talk to your Payroll Specialist for more details)

Q: What if I don't return to work after my FMLA leave?

A: You would owe the district what is left of your deductions. There also could be other payments and arrangements that need to be made. Please discuss this with your payroll specialist and superintendent, if this is applicable to you.

Q: What if Mom has a baby the day after school ends? Or close to the end of school?

A: Mom would have the option to start FMLA Maternity leave when school is back in session.