



Archdiocese of Seattle, Office for Catholic Schools

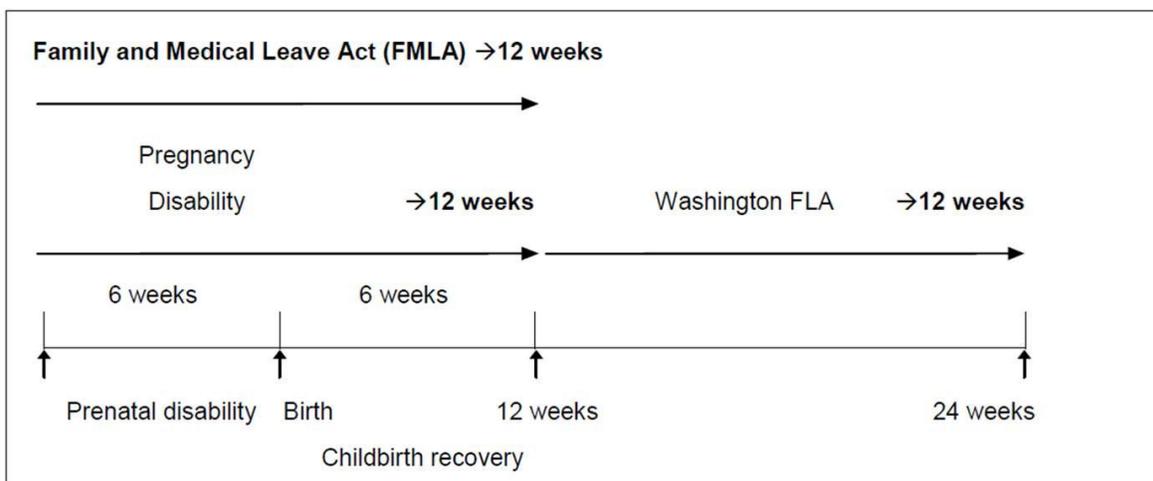
Guidelines for Administering Sick and Family Medical Leave for Pregnancy

The portion of leave that is covered by salary is the accumulated total of the employee's sick leave. This would include the ten days that all teachers receive at the beginning of the school year.

If the teacher does not have sufficient sick leave accumulated to allow them to be paid through the entire time they are on leave, the salary will need to be adjusted. An adjustment to the salary is done by determining the teacher's daily rate of pay (the number of covenant days divided into the yearly salary amount), multiply the number of days not covered by sick leave by the daily rate, deduct that amount from the yearly amount, and adjust the salary to reflect the remaining salary to be paid upon return.

The 12 weeks of benefit protected "FML" (our version of the Federal Law – FMLA, 1993) starts when the employee first goes out on disability due to pregnancy. This can begin at birth or well before birth and will continue until the attending physician certifies the employee is no longer disabled (usually 6 – 8 week postpartum). The only benefit protected leave that our policy that mirrors is the Federal FMLA and it is for 12 weeks. Both state leave laws (Washington State Pregnancy Disability Leave Act and Washington State Family Leave Act) provide job protection but no benefits cost coverage.

So the short answer is benefit coverage lasts for twelve weeks! In the chart below, it is only the 12 weeks of "FMLA" that has the benefit costs covered.



Example of letter attached for response to Family Medical Leave Request:

Dear _____,

This is to confirm your Disability and Family Medical Leave following the birth of your child.

Your last teaching day will be Friday, _____th and at that time your Dr. has certified that you are disabled (please provide a copy of your Dr's statement that you are unable to work due to pregnancy) and combined with your disability following delivery will equal six weeks. When your Dr. certifies that you are no longer disabled, you may begin your 12 weeks of FML.

You have an accumulated total of ____ sick days and those will begin on _____. When those days have been used (holidays or days that school are closed do not count against that total). Your paid leave with expire on _____. Your yearly pay will be adjusted to reflect the non paid days until your return.

Your health benefits will be paid through the month of _____, and your expected date of return is _____.

Daily rate of pay _____

Number of unpaid leave _____

Adjusted Salary for 20__-20__ school year _____