

Please contact the Personnel Office (845-639-6430) to get the proper forms to fill out. The following is a list of information you will need to provide to the district:

1. Name, address, phone, SS #
2. Employment status:  
:Probationary or Tenured  
**(note probationary period could be extended based upon childcare Leave time)**
3. Expect date of delivery or adoption
4. Expected last day of work  
**(requires letter from attending physician)**
5. Expected date of return.

If you are taking a child care leave, you will be asked to provide the projected dates of the leave.

## Other Sources of Information

### ***The U.S. Equal Employment Opportunity Commission***

<http://www.eeoc.gov/facts/fs-preg.html>

### ***Complying with Pregnancy Discrimination and Leave Laws***

<http://www.ppspublishers.com/articles/gl/pregnancy.htm>

## Phone Numbers

Personnel Office: 845-639-6430

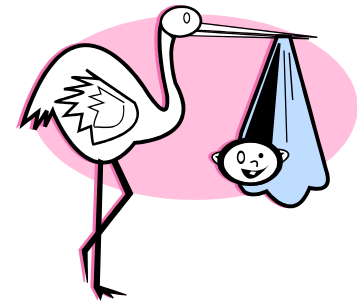
Benefits Office: 845-639-6432

CTA Benefits: 845-623-8832

CTA President: 845-323-7056

Phone: 845-323-7056  
Fax: 845-358-8183  
E-mail: [president@clarkstownteachers.org](mailto:president@clarkstownteachers.org)

## Expecting a baby in Clarkstown



*Know what to expect .*

# The Contract Says

According to our contract,

## **Article XVII . Leave of Absence**

8. Maternity related disability will be covered under Sick Leave.

*What this means is that if you are out on maternity leave, the days that you are out will be deducted from your sick day bank. Therefore, you will receive your regular salary and full benefits for the 6 to 8 weeks of the maternity disability.*

9. Unpaid child care leave, including adoption of a child five years old or less, up to a maximum of two years will be granted by the District upon written application by an employee covered by this agreement. Such leave may be extended up to one year at the discretion of the Board. Employees on childcare leave may return at the start of the school year or the start of the second semester.

*During an unpaid leave, except for FMLA leaves (see next column) you do not accrue seniority. If you are a probationary teacher, your tenure date could be adjusted to reflected the time you are on leave.*

*Unpaid leaves do not include medical coverage. You will be required to pay 100% of the active rate to continue your medical coverage.*

*You are typically entitled to 6 weeks maternity leave for a natural delivery and 8 weeks for a cesarean section. This time will come out of your personally accrued sick day bank. If you do not have sufficient days in your bank, you will need to apply for unpaid leave. See the Family Medical Leave Act information to the right. Any days you need to take before you give birth do not count on the six weeks but they do come out of your sick bank.*

*If a recess period falls during the weeks you are on maternity leave, those days are not deducted from your sick bank.*

## Family Medical Leave Act

The Family Medical Leave Act can be used in conjunction with your maternity leave.

FMLA provides for up to 12 weeks of leave time. This 12 week period is UNPAID. The time provided runs concurrently with your 6-8 week maternity leave. Therefore, when your maternity leave runs out you could have an addition 6 weeks or 4 weeks depending upon the length of your maternity leave.

When you return to work, you will have all the rights and seniority (including the 12 weeks) that you did when you went out on leave.

At the conclusion of the 12 weeks allowed through the FMLA you could elect to apply for an unpaid child care leave. You will not receive a salary. You will be responsible for 100% of the active rate payments to maintain your health insurance, and you are not guaranteed the same teaching position when you return. You are encouraged to notify the district as soon as possible if you plan to take a child care leave.

### CLARKSTOWN TEACHERS ASSOCIATION

Phone: 845-323-7056  
Fax: 845-358-8183  
E-mail:  
president@clarkstownteachers.org