



ARCHDIOCESE OF MIAMI

Benefits Office

Maternity Leave FAQ

1. **Whom do I need to notify of my maternity leave?**
 - ❖ Notify your supervisor as soon as possible.
 - ❖ Contact Florida Blue if you are a participant in the Health Plan to enroll in the Healthy Addition Prenatal Program.
 - ❖ Contact The Hartford 30 days before your due date.

2. **How much time am I able to take off without jeopardizing my job?** FMLA (Family Medical Leave Act) allows you to take up to 12 weeks of unpaid leave for the birth and/ or care of your newborn child.

3. **Do I qualify for FMLA?** You must have completed at least one full year of service with the Archdiocese and have worked a minimum of **1,250** hours in the twelve-month period preceding the leave to be eligible for a Family Medical Leave.

4. **Am I paid during Family Medical Leave?**
 - ❖ The Archdiocese provides 3 full weeks of paid maternity leave from the date of birth (Refer to Section 21, F & G in the Employee Handbook)
 - ❖ After the three weeks of paid maternity leave, your accrued sick time is paid.
 - ❖ Following exhaustion of your sick time, all of your accrued vacation days will be paid (teachers will use their personal days)
 - ❖ *Please note: The order of applying sick and vacation days for maternity leave is different from other types of leave, for which 10*



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sick days are applied, then all vacation days, then the remainder of sick days.

5. **What if I don't qualify for FMLA, will I still be eligible for the three-week bonus?** No, you must meet the same requirements as FMLA to be eligible.
6. **What if I have to go on FMLA before birth because of doctor's order?**
 - ❖ You will be paid your accrued sick and vacation days (teachers will use their sick and personal days) until the baby is born
 - ❖ After birth your three weeks' maternity benefit will apply
 - ❖ Finally, any remaining accrued sick and vacation time will be paid
7. **If my pay runs out but I elect to remain on leave through 12 weeks, how do I pay for my health insurance?** In order for your insurance to stay in effect once your pay runs out you must submit a personal check to your entity to keep up with the premiums.
8. **What information do I need to contact The Hartford?**

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 - ❖ Name, address, phone number, and other key identification information.
 - ❖ Name of your department and last day of active full-time work.
 - ❖ Your HR representative's name and phone number.
 - ❖ The nature of your leave request.
 - ❖ Treating physician's name, address, and phone and fax numbers.
9. **What is the phone number for The Hartford?** 866-957-6913
10. **What do I need to do before my return to work?** You will need to provide a note from your physician indicating that you are capable of returning to work. For your convenience a Return To Work form can



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be found in the e-library. You must submit the form to your employer before you can return to work.

11. What if I decide to resign and stay home with the baby, what steps do I need to take? You must notify your supervisor and submit a letter of resignation to your entity of at least ten (10) working days and for employees responsible for supervising at least twenty (20) working days. Contracted personnel must provide the notice indicated in the contract.

*****Please note if an employee does not return from FMLA although having received clearance from the doctor the FMLA is forfeited. Therefore, if the leave is forfeited the employee must reimburse the entity for all entity premiums.***