

Your Pregnancy and Taking Leave at FCPS

Congratulations! on your pending arrival!

We know this is an exciting time for you. We hope that the following information will answer many questions you have about time off from work to recover from your delivery and build a bond with your new baby.

The following information provides an overview of FCPS policies that will affect time off you take during and after your pregnancy. It is important to review this overview with the FCPS regulations that guide these policies. The current regulations are available by calling 571-423-3200.

Integrated Disability Management (IDM) Program

Fairfax County Public Schools (FCPS) offers an Integrated Disability Management (IDM) Program that provides five months of Short-Term Disability (STD) benefits followed by Long-Term Disability benefits, after an initial 20-workday elimination period that has been completed by employees. The program administrator for the IDM Program is Liberty Mutual.

Under the IDM plan, pregnancy is treated the same as illnesses or injuries that prevent you from attending to your normal work duties at FCPS. In applying this standard, each pregnancy is evaluated on its own facts and circumstances.

Generally, six weeks' recovery is usually recommended for a regular delivery, and eight weeks' recovery is usually recommended for a cesarean delivery. In addition, if you have 12 months of FCPS service, you are eligible for additional leave under the Family Medical Leave Act (FMLA), which provides up to 12 weeks of leave in a 12-month period. The 12 weeks of FMLA will start on the first workday after delivery or on the first day of bed rest, if ordered by your physician and approved by Liberty Mutual.

During the 20-Workday Elimination Period

- You must use paid leave if you have a balance; you must use sick leave prior to using annual leave.
- If you have no paid leave, you will be in a leave-without-pay status.
- Sick and annual leave will continue to accrue.

During Short-Term Disability

- You will continue to be eligible to participate in mandatory benefit plans, including life insurance, retirement, and long-term disability, and voluntary benefit plans, including medical coverage, dental coverage, and optional life insurance.
- Continual accrual for sick leave or annual leave is not included.

Note: You do not receive Short-Term Disability benefits for nonworked periods, i.e., spring, winter, and summer breaks. Short-Term Disability only applies to actual work days.

During FMLA

- You must use paid leave if you have a balance; you must use sick leave prior to using annual leave.
- FCPS continues to pay the employer portion of your health insurance premiums.
- If you are not using your sick or annual leave during the time you are on FMLA (that is, you are taking an unpaid leave of absence), you will need to pay your portion of your health premiums during this time. A **Maintaining Your Benefits** form will be included with your approval letter. The completed form should be returned to Payroll and Insurance Accounting, Office of Payroll Management, Human Resources Center.

Elimination Period	Short-term Disability	FMLA
You use your sick leave	You receive 100 % of your salary	You use your leave (with or without pay)
20 days (4 weeks) + (2 weeks) 6 weeks (regular birth)		+ 6 weeks FMLA (regular birth) = 12 weeks
20 days (4 weeks) + (4 weeks) 8 weeks (cesarean birth)		+ 4 weeks FMLA (cesarean birth) = 12 weeks

*skip nonworked periods and holidays

Who and When to Make Contact

You should contact Liberty Mutual at 1-800-524-0740 at least 30 days prior to your due date to report your claim and when your baby is born to start your 20-workday elimination period. You should also contact Liberty Mutual if your doctor orders bed rest any time during your pregnancy.

It is not unusual for prospective mothers to contact the Disability & Leaves Office prior to their pregnancy to discuss their prospective pregnancy and time off policies. For more information, call 571-423-3200.

Steps to Take For Your Maternity Leave

1. Call Liberty Mutual at 1-800-524-0740 with your delivery date. Liberty Mutual will send you a packet containing your FMLA rights and a **Medical Release** form. Complete the form and return it to Liberty Mutual.
2. Call Liberty Mutual during your pregnancy if you are put on bed rest or when you deliver. You should also notify your work location.
3. You will have a 20-workday elimination period during which time you are using your sick leave and then your annual leave after you exhaust your sick leave balance. You should submit a time sheet to your work location as usual.
 - If you do not have 20 workdays of sick and/or annual leave, you will be on leave-without-pay status.
4. A regular delivery provides six weeks of time off; a cesarean provides eight weeks. After the 20-workday elimination period, you will begin Short-Term Disability to complete the delivery period, as long as you are on contract and this is a working period for you (i.e., **not** spring break, summer break, or winter break). During short-term disability, you will receive 100 percent of your salary.
5. Liberty Mutual will contact you during this time to discuss your return to work and will notify FCPS of your intentions.
6. A representative from the Disability & Leaves Office will contact you to discuss your options if you need or desire more time off, including taking additional sick or annual leave through your work location, participating in FMLA, or taking a leave of absence.

If you are contemplating pregnancy, you are encouraged to call the Disability & Leaves Office at 571-423-3200 with any questions about the FCPS leave policies. FCPS Regulations 4822 and 4835 outline these policies and should be reviewed when making decisions about taking leave.

Department of Human Resources
Office of Benefit Services–Disability & Leaves Office
8115 Gatehouse Road
Falls Church, VA 22042

571-423-3200

www.fcps.edu/DHR/employees/benefits/index.htm