

Maternity Leave...To Do List:

1. Contact Mrs. Gwen Antoine at 337-365-2341 to request a **Maternity Leave form**. You may also download this form online at www.iberia.k12.la.us. Click on Human Resources. It may also be faxed to your school. This sheet must be filled out by you, your principal, and your doctor. It officially puts all stakeholders on notice that you are preparing for maternity leave.
2. Bring the notification sheet back to Mrs. Gwen Antoine at school board office and finish filling out the rest of your **Request for Maternity Leave paper work**.
3. When you are no longer able to work, get a **doctor's statement** that puts you on **"emergency or extended sick leave"**. Include the date that your leave is to begin.
4. **After your baby is born**, your doctor needs to prepare a statement saying that your baby was born, the birth date, and method of delivery (vaginal or C-section). Your **"maternity leave" starts the day you give birth (6 weeks: vaginal; 8 weeks: c-section)**. Fax to Gwen Antoine @337-365-6996.
5. **When your** doctor releases you to return to work, he or she needs to prepare a statement of release including the date you can return to work. This release form **must be brought** to Mrs. Gwen Antoine so that the necessary paperwork can be filled out in order for you to return to work.
6. **If you carry disability insurance**, contact Muriel Broussard so she can send you a packet to fill out. You and your doctor must also fill out a section of the packet. After packet is completely and correctly filled out, bring it to Dena Louviere (in tact) at the school board office for review. You will be responsible for mailing the packet to the insurance company.

FYI: What does "maternity leave" really mean?

Maternity leave is simply an amount of time that you are granted to care for your newborn.

When you are on maternity leave, you will receive 100% of your gross monthly income **as long as you have accumulated sick days**. Once these days are **exhausted**, you will begin using the **balance** of your 90-day extended leave, which means you will get **65% of your gross monthly income**.

What is Emergency Leave? *Emergency leave is your accumulated sick days. All sick days must be exhausted before you can use any extended leave days.*