

MATERNITY/ADOPTION OF A CHILD LEAVE CHECKLIST

Before the Birth/Adoption

<p>Consult UGA policies and resources</p> <ul style="list-style-type: none"> • Maternity leave: http://www.policies.uga.edu/FA/nodes/view/1221 • Family Medical Leave Act (FMLA) https://hr.uga.edu/employees/leave/family-medical-leave-act-fmla/ • Sick leave without pay: http://www.policies.uga.edu/FA/nodes/view/1220 • Expectant and new parents: http://hr.uga.edu/employees/training/work-life-balance/caring-for-your-family/resources-for-parents/ <p>Be aware of how your leave or leave-without-pay status might impact your take home pay and leave accrual.</p>	<p>Six months before the expected birth/adoption.</p>
<p>Consult your insurance provider's policies for maternity care</p> <ul style="list-style-type: none"> • Coverage for you and the child • Length of stay in hospital and precertification for extended stay • Coverage/non-coverage of some hospital-based physicians (i.e. – anesthesiologists, emergency room physicians, etc.) • Other pertinent guidelines or policies that may effect you or your child 	<p>Six months before the expected birth/adoption.</p>
<p>Formulate a maternity/adoption leave plan</p> <p>Reach agreement with your supervisor on a plan for your maternity leave. This should include:</p> <ul style="list-style-type: none"> • When your leave will commence and conclude • Amount and type(s) of leave you will take • Your work schedule after returning • Forms or paperwork that will need to be completed, submitted, and approved <p>Outline this plan in a memo to your supervisor(s) and give a copy to the Libraries' Human Resources Department. A template for this letter can be found at G:\UGALibs\PERS\Forms\FMLA Maternity Plan Letter to Supervisor (template).doc</p>	<p>Two months before the expected birth/adoption.</p>
<p>Complete and submit FMLA paperwork to Libraries HR</p> <ul style="list-style-type: none"> • FMLA Leave Request form: http://www.busfin.uga.edu/forms/fmla_leave_request.pdf • FMLA Medical Certification form: http://www.dol.gov/whd/forms/WH-380-E.pdf 	<p>One month before the expected birth/adoption.</p>
<p>Complete and submit Shared Sick Leave paperwork to Libraries HR (if necessary)</p> <ul style="list-style-type: none"> • Shared Sick Leave Request form: http://www.policies.uga.edu/FA/nodes/view/1160/Shared-Leave-Program • Shared Leave Medical certification: https://www.dol.gov/whd/forms/WH-380-E.pdf 	<p>One month before the expected birth/adoption.</p>
<p>Complete and submit leave and/or leave without pay form(s) to your supervisor**</p> <ul style="list-style-type: none"> • Leave Request form: http://www.busfin.uga.edu/forms/leave.pdf • Classified employee leave without pay form: http://www.busfin.uga.edu/forms/lwop.pdf • Faculty are not required to submit a leave without pay form, but the Office of Faculty Affairs requires a copy of their approved FMLA request form. <p>Once your leave begins, your supervisor will complete the actual dates of your leave based on your leave memo and submit the form(s) to the Libraries' Human Resources department. Note: This leave is granted under the FMLA provisions; check "yes" in the FMLA requirement block on the leave form(s).</p>	<p>One month before the expected birth/adoption.</p>
<p>Obtain pre-certification for extended hospital stay</p> <p>All Blue Cross and Blue Shield Plans (Comp Care, HSA ConsumerChoice & HMO): Contact BCBSGa using the number on the back of your insurance card.</p> <p>Kaiser Permanente HMO: Contact Kaiser using the number on the back of your insurance card.</p> <p>If the hospital stay for either you or the baby exceeds the time normally allowed under your insurance plan, you must immediately contact your selected insurance plan's customer service department for approval to extend the hospital stay. Failure to contact your insurance company's respective representative for prior approval to extend your hospital stay will result in a lower or no insurance payment to the facility and attending physician.</p>	<p>Immediately.</p>

After the Birth/Adoption

<p>Notify UGA Employee Benefits of the birth</p> <ul style="list-style-type: none">If you wish to request a change in coverage due to a life event (marriage, birth of a child, etc.), you must do so within 30 days of the date of the event by using the OneUSG Connect - Benefits website: https://upoint-ssonehcm.usg.edu/ Select the UGA logo and use your MyID and password to log in. If needed, you may also call the OneUSG Connect - Benefits Call Center toll free at 1-844-5-USGBEN (1-844-587-4236).	Within 30 days following the birth/adoption.
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Maternity Absence FAQ

What if my plans change after I've formulated my maternity plan?

If circumstances arise that require a change in your originally submitted maternity plan memo, you should discuss these changes with your supervisor immediately. Your supervisor will consult the criteria for the appropriate leave continuation and make a determination. **Note:** Any changes to your original plan may impact how you are paid and also may impact your benefits.

How will I accrue annual and sick leave during my absence? How will my holiday pay be affected?

If your leave time is covered by sick or annual leave, you will continue to accrue sick and annual leave at your normal rate. You will also be paid for any holiday(s) that occur during this time. However, if you are on leave without pay (LWOP), you will not accrue sick or annual leave. If the LWOP falls prior to a holiday period, you will not receive holiday pay until you return to work. At that time, the holiday hours will be added to your annual leave accrual. If you terminate employment following the expiration of the LWOP period, you will not be eligible to receive holiday pay. **Note:** *If you are on a paid status through the 15th of the month, you will accrue sick/annual leave hours for that month.*

May I reduce my normal work schedule when I return from my official maternity leave?

This request should be part of your discussion with your supervisor regarding your formulated maternity leave plan. A decision to reduce your normal work schedule is at the discretion of your supervisor. Wherever possible the Libraries' encourages supervisors and employees to agree to a temporary flexible schedule. Faculty should note that officially lowering the percentage time they work could risk their position being designated a part-time position by the Office of Faculty Affairs.

Is there a private space for me to use a breast pump when I return to work?

UGA has numerous rooms across campus designated as lactation rooms including at the Main Library and Miller Learning Center. For location information for all sites: <https://hr.uga.edu/employees/training/work-life-balance/caring-for-your-family/resources-for-parents/Lactation%20Room%20Locations/>

Can my spouse (also a UGA employee) take "maternity/paternity" leave?

Spouses employed by the same institution are jointly entitled to a combined total of twelve work weeks of family leave (FMLA) during any twelve month period if such leave is for the birth and care of a newborn or the adoption or foster placement of a child with the employee(s). Leaves for the birth and care of a newborn, or for the adoption/foster placement of a child, must conclude within twelve months of the birth or placement.

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*All benefits are subject to change at the discretion of the Board of Regents and/or the University of Georgia. If there is a difference between the information in this summary and the actual USG benefits, policies, and procedures, the USG information prevails.