

Highmark Dental Special Service

Maternity Dental Benefit

This benefit provides for an additional cleaning during the course of pregnancy. This helps control periodontal disease, which has been linked to premature and low birth weight babies, and helps address a common condition known as pregnancy gingivitis.

**Visit Highmark at
www.highmark.com
for more information**



Information
and
Frequently Asked Questions
Regarding
Maternity Leave

**BETHEL PARK SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT
301 Church Road
Bethel Park, PA 15102**



We are an equal opportunity school district



**BETHEL
PARK
SCHOOL
DISTRICT**

MATERNITY BROCHURE



**INFORMATION
AND
FREQUENTLY
ASKED QUESTIONS**

**REGARDING
MATERNITY LEAVE**

*For members of the
Bethel Park Federation of
Teachers*

OVERVIEW

This brochure has been prepared to provide members of the Bethel Park Federation of Teachers with information regarding the procedures and benefits associated with requesting a maternity leave.

For more information regarding maternity leaves, please visit our website at www.bpsd.org/HumanResources.aspx or contact:

**BETHEL PARK SCHOOL DISTRICT
DEPARTMENT OF HUMAN RESOURCES**
301 Church Road
Bethel, Park, PA 15102
(412) 854-8417 or (412) 854-8404
FAX: (412) 854-8403

FREQUENTLY ASKED QUESTIONS

Q. When do I need to let the District know that I am taking a leave of absence?

- A. You should let Human Resources know as soon as possible that you are requesting a leave of absence due to childbirth. At that time you can complete the FMLA forms to alert us of the length of your absence.

Q. Do I receive 3 maternity days at the time of delivery?

- A. You will receive 3 maternity days (per your contract) starting with the day that you deliver.

Q. When can I use sick days?

- A. You may start using sick days the day after your three maternity days. If you leave before the birth of your child, you can use sick days.

Q. When can I use the Sick Bank?

- A. You may start into the Sick Bank when you have exhausted all your sick days. You may stay in the Sick Bank until you are released by your physician. You must notify Human Resources when your physician gives you a release to return to work.

Q. What is Family Medical Leave Act?

- A. The Family Medical Leave Act protects you for up to 12 weeks of leave. Your health insurance will be continued for 12 weeks. The FMLA does not accumulate over the summer months or the week of winter break.

Q. How will I know if my health benefits are terminated?

- A. You will receive a COBRA letter in the mail saying when your insurance will stop. At that time, you will be able to sign up for COBRA health insurance if you desire. You will be given the prices to continue your health insurance with your COBRA letter.

Q. Are the 18 months of unpaid leave “school months” or calendar months?

- A. The 18 month leave equals 3 school semesters.

Q. Can I return to work any time I want?

- A. It is best to return at the beginning of a semester. If you are taking only your 12 weeks of leave, you can return at the end of your 12 weeks or the beginning of the next semester. If you would like to return at any other time, Human Resources will make the determination. (Example: If you are planning on returning after a holiday break instead at the beginning of the second semester.)

Q. How will I be paid during my leave of absence?

- A. You will continue to receive a paycheck as long as you are unable to work. Once your physician has released you, the pay would stop. It is important to let Human Resources know when your physician has released you, since your Sick Bank or sick days will stop when you have been released to return to work. Even if you are taking a semester or longer, you can only be paid until you are released by your physician.

Q. Do I need to add the baby to my insurance?

- A. You must notify Human Resources after the birth of your child. Human Resources will send you an application to add your child to your health insurance. You have 30 days to add your baby to your insurance.

Q. If I adopt a child will I receive the same benefits?

- A. Yes, you will receive the same benefits.