

Expecting a new addition to your family? Congratulations!



1) Applying for Family Medical Leave

- Apply for FMLA maternity leave no more than 30 days before your estimated due date unless there is a medical emergency.

✓ **30 days prior to estimated due date:** [FMLA Leave Request](#)



2) Family Medical Leave for MATERNITY

- If you are eligible for FMLA leave, you are entitled to take up to 12 workweeks of job-protected leave in a 12-month period.
- FMLA leave is not paid.
- Employees are required to use paid leave (local/state), including compensatory time, concurrently with FMLA leave. When paid leave is exhausted, the employee's leave will be unpaid (DOCK).
- A medical certification is not required for maternity FMLA leave unless there is a need for leave of more than one week prior to your due date. A medical certification will be required for verification of the need for leave for the incapacity due to pregnancy or other serious health condition.
- Employees are required to submit absences in Skyward. Further instructions on how to complete this task will be sent in the eligibility notice.
- Your maternity leave starts immediately once you give birth. You are not allowed to perform any job duties or visit your campus while on FMLA leave.

3) Long-term Substitute

- Reach out to your campus substitute navigator for assistance in regards to finding a long-term substitute or how to enter absences in AEOP.
- You can start the process to request a long-term sub as early as you feel is necessary.
- For any additional questions regarding substitutes, contact Kassandra Long, District Navigator, at 817/299-6321.



5) Disability Insurance & Medical Coverage

- Disability Insurance: Please reach out to our plan administrator, FBS, at **800/583-6908**. They will explain the disability insurance to you and answer your questions. **Instructions on how to start a claim will be sent to you in the eligibility email.**
- TRS-ActiveCare: The medical enrollment form, provided in the eligibility email, will need to be completed and sent to the Benefits office within 30 days after your baby's birth.

6) Verification of Birth Facts/Medical Certification

- For final FMLA approval, employee must submit the Hospital Verification of Birth Facts to the Benefits Office within 15 calendar days of giving birth.



- The Hospital Verification of Birth Facts is the form provided to you by the hospital in order to receive a birth certificate.

7) Returning to work

- Prior to your return to work, the Benefits Office will need a release note from your OB/GYN. The Benefits Office will then complete the Green return to work form.
- **PLEASE, DO NOT** return to work without a Green Return to work form that will be sent through email from Benefits.



FMLA documents should be faxed to 817-548-2161 or emailed to benefits@misdmail.org. Please contact us at benefits@misdmail.org should you have any further questions.

Break Time for Nursing Mothers under the FLSA



The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk will be provided. A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

TRS-ActiveCare Members

Follow the link for information and resources regarding your TRS-ActiveCare plan for maternity:

[TRS-ActiveCare Resources](#)

