Maternity Leave and Paternity Leave FAQ’s

BCPS Office of Benefits, Leaves and Retirement

Who fills out Section 1 of the medical form?

Employees should put their Supervisor/Principal name and phone number in section 1 of the medical certification form. It does not need to be completed by the supervisor.

What dates do I use for my maternity leave?

Use the expected delivery date as the begin date. In the end date please enter how many weeks you plan to take (up to 12 weeks if eligible for FMLA also). Only 6 weeks (or 8 weeks if c-section) may be taken for non-FMLA eligible employees.

Is Maternity leave paid leave?

Maternity leave is paid for 6 weeks (or 8 weeks if c-section) using an employee’s accrued personal illness time (including family illness time). An employee may use sick bank benefits if they do not have enough personal illness time. Check with your bargaining unit to inquire about using sick bank.

What if my baby is born over the summer?

Ten month employees whose baby is born during the summer may be eligible to take up to 12 weeks of FMLA leave for the birth of a child at the beginning of the next school year. This leave is unpaid except for any portion that might overlap with the 6/8 weeks immediately following the birth which would be paid using personal illness time.

Employees whose baby is born at the end of the school year may also choose to take the remaining FMLA leave at the beginning of the next school year. It is all unpaid leave at that time.

What about Holidays and Inclement weather days?

When an employee is on paid maternity leave using personal illness time, the employee will receive the holiday pay for any holidays that occur. The holiday will not be charged to personal illness time.

Closure days due to inclement weather that occur would also be paid and not charged to personal illness time.

Holidays and snow days do not extend FMLA leave.
What about Winter break?

Under FMLA guidelines, a school system that is closed for a week long period of time, that week will not count as FMLA time. The full week of winter break would be added to the FMLA leave time for an employee who is taking the full 12 weeks of FMLA.

Where do I send the completed forms?

Completed forms should be sent directly to the Office of Leaves at Greenwood, Building B. They may be faxed to 410-887-8950 or scanned and emailed to leaves@bcps.org. Doctors’ offices may also fax the completed forms directly to this office.

A letter of acknowledgement will be sent to the employee as well as Payroll and the Principal/Supervisor. The employee will then notify the Leaves Office when the baby is born by calling 443-809-8947 or emailing leaves@bcps.org.

What if I need to stop working before the birth?

Maternity/FMLA leave begins the day of birth. Any time out prior to the birth must use personal illness time. A doctor’s note will be required. If this is more than 10 days then your supervisor will need to report your extended absence to the Office of Employee Absence and Risk Management.