

So, You're Having a Baby! What Now?



Employee Leave

- Inform your supervisor at the beginning of your second trimester. Schedule a time to meet and discuss a plan of action regarding your upcoming leave of absence.
- **Thirty days** before your estimated due date, submit an [Employee Request for Leave](#) to the Benefits Department. There are two types of extended leave. The first is Family and Medical Leave, often referred to as FMLA. The second is Temporary Disability Leave (TDL).
 - To be eligible for FMLA you must have one year of service with Mansfield ISD within the last seven years, and you must have worked 1,250 hours in the year immediately preceding your first day out. FMLA leave entitlement allows up to 12 workweeks.
 - FMLA leave for bonding shall only be in one continuous block of time; intermittent leave is not allowed per board policy.
 - FMLA eligible spouses who work for the same employer are limited to a combined total of 12 workweeks of leave to share for the birth of the baby and bonding.
 - If you are not eligible for FMLA, TDL is an option for you if your position in the district requires an SBEC certification. TDL is allowed for medical need only, not bonding. So once your health care provider releases you to work, you are not allowed additional bonding time. The typical maternity recovery period is six to eight weeks.
- While on FMLA leave you are required to use your available paid leave. If you exhaust your paid leave, you will go into dock/non-paid status. In the event, you begin a dock/non-paid status this may affect the ability for your insurance premiums to be deducted from your pay. If this happens, you will need to submit a payment for your insurance and supplemental benefits to the Payroll Department. If you have questions regarding your paycheck and dock status, please contact the MISD Payroll office at 817-299-6357 or payroll@misdmail.org.

Returning to Work

As a condition of returning to work after maternity leave, you are required to obtain and present a letter from your health-care provider stating that you are able to resume work. This letter must be submitted to the Mansfield ISD Benefits Department **BEFORE** returning to work. Upon submission of your release to work, the Mansfield ISD Benefits Department will issue a green Return to Work letter. Doctor's notes should be faxed to 817-548-2161 or emailed to benefits@misdmail.org.

Health Insurance

- Check with your health insurer for a Maternity Wellness program. If you are enrolled with TRS Active Care, call 1-800-CRADLE1 for information about the [Aetna Maternity Program](#).
- Add health benefits for your baby within 30 days of birth. To add the baby to TRS Active Care, please complete the [TRS Enrollment/Drop form](#) and email it to benefits@misdmail.org with a copy of the birth facts form issued by the hospital.

- Within 30 days from the date of birth, you may also make changes to supplemental benefits such as your Flexible Spending Account (FSA) and Dependent Care FSA.
- After you submit changes for benefits, you will receive a Consolidated Enrollment Form through email. Please review the Consolidated Enrollment Form and let us know if there are any errors. This form will show you the amount to be deducted from your paycheck. If you do not receive the email, please log in to the [Benefits Hub](#) to confirm your changes.

Disability Insurance

- If you have the [Disability Insurance](#) benefit through Mansfield ISD, file your maternity disability claim no sooner than 30 days before your estimated due date. Disability insurance does not affect your leave or job status with Mansfield ISD. Please call One America at 855-517-6365 for questions regarding disability insurance.

Beneficiary

- If you would like to add your baby as a beneficiary to your life insurance policy offered through the district, please login into the [Benefits Hub](#), go to Benefit Plan Enrollment, Consolidated Enrollment Form, and “click here to edit” next to Beneficiary Information.
- To add your baby as a beneficiary to your TRS retirement, complete the [TRS 15 – Designation of Beneficiary Form](#) and mail it to TRS, 1000 Red River Street, Austin, TX 78701.

Breaks for Expression of Breast Milk

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.



Join the Aetna Maternity Program

Check out the [“Waiting for Baby”](#) video.

The Aetna Maternity Program will provide essential information and one-on-one support. It’s all free and confidential. First, you’ll take the pregnancy risk survey to find potential risk factors that could affect your pregnancy. If your results show that you have an elevated risk level, our nurses will work directly with you to discuss helpful next steps.

Join as soon as you know you’re pregnant and get these extra perks:

- Knowledge, straight to your mailbox. Get educated on prenatal care, labor and delivery, as well as immunization schedules.
- Free copy of Mayo Clinic’s Guide to a Healthy Pregnancy when you sign up and complete the pregnancy risk survey by your 16th week. This book features important

milestones, and health information to help you manage your pregnancy and care for your newborn.

- Information for dads and partners. Help them get ready for baby, too!
- Access to the nicotine-free, Smoke-Free Moms-to-Be® program. Get materials and support from one of our nurses to help you quit using tobacco for good.

Upon completion of the Aetna Maternity Program, participants are rewarded with a gift for the mom and new baby.

To participate or learn more about the program, call toll-free 1-800-CRADLE1 (1-800-272-3531), or log in to [Aetna Navigator](#) and look under "Health Programs."