

Expecting a new addition to your family? Congratulations!



1) Applying for Family Medical Leave

- Apply for FMLA 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 immediately starts once you give birth. You are not allowed to perform any job duties while FMLA leave.

3) Long-term Substitute



- You can reach out to your campus substitute navigator for help in regards to finding a substitute.
- Contact your campus substitute navigator if you need assistance when entering your absences in AESOP.
- You are able to put in for a long-term sub as early as you feel is necessary.
- Any other questions regarding substitutes contact Cassandra Long, District Navigator, at 817/299-6321.

4) Insurance

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

5) 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.

6) **Returning to work**

- Prior to your return, the Benefits Office will need a release to work note from your OBGYN. Then the Benefits Office will complete a Green release 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 let us know if you should have any questions or concerns.

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 link provided for information and resources regarding your TRS-ActiveCare plan for maternity.

[TRS-ActiveCare Resources](#)