Waltham Public Schools

Request Form for Parental Leave of Absence

Please return this form at least 60 school days prior to your anticipated departure date

Date of Request: __________________ Your Name: ________________________________

School: Position: ______________ Subject/Grade: ______________

Date of Hire: ______________ Expected Delivery/Adoption/Foster Care Date:______________

Date of Departure: ______________ Date of Return: ____________________

__________________________________________
Your Signature

Please review your contractual options and mark your choice below.
All leaves are subject to reduction in force policy.

Teacher / Nurse

☐ Up to sixteen (16) weeks (80 workdays) of parental leave (Teacher and Nurse)
☐ More than sixteen (16) weeks, returning at the start of the school year. (Teacher and Nurse w/ prof. status)
☐ More than sixteen (16) weeks, returning at mid-year (*the 92nd workday). (Teacher and Nurse w/ prof. status)
☐ Up to two (2) years (Teacher and Nurse w/ prof. status)

Paraprofessional

☐ Up to sixteen (16) weeks (80 workdays) of parental leave (Paraprofessionals)
☐ Up to six (6) calendar months of parental leave (Paraprofessionals)

Secretary

☐ Up to twelve (12) weeks of parental leave (Secretaries)
☐ Return to duties at the beginning of the school year (Secretaries)
☐ Return to duties no later than one year after the birth of the baby (Secretaries)

Food Service

☐ Up to twelve (12) weeks of parental leave (Food Service Workers)

Administrator

☐ If delivery/adoption is between Labor Day and April 30th, return at start of next school year
   (Administrators)
☐ If delivery/adoption is between May 1st and Labor Day, return to work by May 1st (Administrators)

Other

☐ If eligible, 8 weeks of leave under MMLA (state law) or 12 weeks of leave under FMLA (federal law)

*Step increases are contingent upon working at least half of the 182-day work year

After the birth/adoption/foster care placement of your child, please call the Human Resources Office at 781-314-5402/5709, to report the official date of birth/adoption/foster care. Within 30 days after the birth/adoption/foster care placement of your child, please call the Payroll Office at 781-314-5409/5412, to add your child to your insurance. Do not call your insurance company. The health/dental forms are available on our website at www.walthampublicschools.org.

The Human Resources Office must be notified in writing at least six (6) weeks prior to your expected return (send to Patricia Chadbourne or Ana Veras); or if WEA, eight (8) weeks’ notice is required.

Please contact Human Resources at (781) 314-5402/5709 if you need assistance

Oct. 2018
PARENTAL LEAVE POLICY: Per Collective Bargaining Unit Contracts

Administrator
Any Administrator who expects to be delivered of a child between Labor Day and April 30th of any year shall be eligible for the parental leave without pay to commence no later than the delivery date to the end of the school year, upon written notice to the Human Resources Office at least two weeks prior to the date the leave shall commence, but in any event no later than March 1st. During such leave, the provisions of Article 11.2 shall be applicable, except that the Committee shall be required to return the Administrator to the position occupied prior to the commencement of the leave if such position has not been abolished.

Any Administrator who expects to be delivered of a child between May 1 and Labor Day of any year shall be eligible for a parental leave without pay to commence no later than the delivery date to April 30, upon written notice to the Human Resources Office at least two weeks prior to the date the leave shall commence but in any event no later than August 15th. During such leave, the provisions of Article 11.2 shall be applicable, except that the Committee shall be required to return the Administrator to the position occupied prior to the commencement of the leave if such position has not been abolished.

The extension of parental leave beyond that set forth above shall be in accordance with the provisions of Article 11.1 and 11.2 WSAA contract.

Teacher and Nurse
No parental leave may exceed two (2) work years. Teachers without professional status will be limited to option #1. The Human Resources Office must be notified in writing at least eight (8) weeks prior to your expected return regarding returning, resigning, retiring, or extending the leave (subject to the contractual limitations). This shall be considered a binding agreement. All leaves of absence are subject to the reduction in staff procedures. In the case of adoption where the adoption agency requires a different return date, such dates, within the above parameters, shall be accommodated.

Paraprofessional
Paraprofessional and non-instructional paraprofessionals have the following options for Parental Leave. Your choice shall be considered a binding commitment. The Human Resources Office must be notified in writing at least six (6) weeks prior to your expected return. All leaves of absence are subject to the reduction in staff procedures. In the case of adoption where the adoption agency requires a different return date, such dates, within the above parameters, shall be accommodated.

Waltham School Secretaries Assn.
Secretaries have the following options for Parental Leave. Your choice shall be considered a binding commitment. The Human Resources Office must be notified in writing at least six (6) weeks prior to your expected return. All leaves of absence are subject to the reduction in staff procedures. In the case of adoption where the adoption agency requires a different return date, such dates, within the above parameters, shall be accommodated.

Waltham Food Service Workers Assn.
You are entitled to up to twelve (12) weeks of unpaid parental leave of absence. The Human Resources Office must be notified in writing at least six (6) weeks prior to your expected return. All leaves of absence are subject to the reduction in staff procedures. In the case of adoption where the adoption agency requires a different return date, such dates, within the above parameters, shall be accommodated.

All Others
Bargaining unit members may be entitled to unpaid leave pursuant to state and federal law, such as pursuant to the Family Medical Leave Act and Massachusetts Parental Leave Act.

Oct. 2018
The birth of a child is an extremely joyful and exciting event in one’s life. One of the responsibilities as a parent is to enroll your child for health care coverage.

Generally, any new enrollment or changes to enrollment are only permitted during the City’s annual open enrollment period for each of its benefit programs. The only other time a new enrollment or a change to an enrollment is allowed is the occurrence of a qualifying event, such as the birth of a child. Also, there are limited time periods to elect coverage under a qualifying event situation.

To ensure that coverage is fairly provided to all eligible employees and their eligible dependents, the City’s policy is to require all new enrollments or changes to enrollment to be administered by the Benefits Office located at 25 Lexington Street.

This allows employees to receive accurate information about each of the plan offerings, including benefit coverage and cost. It also allows the City to collect the required documentation to verify each individual’s eligibility for enrollment so they may have timely access to benefits.

Employees are not permitted to directly enroll a newborn child with the health insurance provider. The health insurance carriers have been instructed to not accept direct enrollments from employees. A direct enrollment may result in the termination of coverage for your child.