



FAQ For School Employees Family Medical Leave Act (FMLA)

Q: Will my health insurance coverage be affected by my FMLA leave?

A: During the FMLA leave period, the Town will continue all health and life insurance coverage at the same level and under the same conditions as if you had continued to work. During paid leave, the Town will continue to make payroll deductions to collect your share of the premiums. During unpaid FMLA leaves, you must continue to make insurance premium payments by personal check either in person or by mail. You must make arrangements with Susan McDonough in the Human Resources Department. Her number is 781-682-3595.

Q: I have been a WPS employee for three years and have accumulated 30 sick days. While on FMLA leave, what happens after the 30 sick days are exhausted?

A: Once the 30 sick leave days have been exhausted, your FMLA leave will become unpaid. During unpaid FMLA leave, you must continue to make insurance premium payments by personal check either in person or by mail. You must make arrangements for collection of your share of the premiums. Please contact Susan McDonough at 781-682-3595 to discuss payment arrangements for the continuation of health insurance coverage.

Q: I have been a WPS employee for five years and have accumulated 60 sick days. While on FMLA leave for the purpose of childbearing, may I use all 60 sick days for the duration of my leave?

A: The MA Maternity Leave Law (M.G.L. c. 149, § 105D), which runs concurrently with FMLA leave, states that female employees are allowed eight weeks of consecutive leave for childbirth. Use of sick leave beyond this period must be based upon medical evidence, submitted by the employee's physician. Although you may be medically able to work at the conclusion of the eight weeks, the remaining four weeks may be used as unpaid childrearing leave. Please ask your health care provider to provide a written medical update (postpartum) that states the date you are able to return to work. The doctor's office may fax this information to Debra Smith's attention to the Superintendent's Office fax 781-335-8777.

If a medical certificate is not received by the Superintendent's office, it will be assumed that you are able to return to work upon the conclusion of eight weeks and you are using the remaining four weeks of FMLA leave as unpaid childrearing leave and will return to your position at the conclusion of 12 weeks.

Q: Although my doctor indicates I may return to work after eight weeks of medical leave for the reason of childbearing, I plan to use the remaining four weeks of FMLA for childrearing. I understand the remaining four weeks of FMLA will be unpaid. What happens in regard to insurance when my FMLA leave transitions from paid to unpaid?

A: During unpaid FMLA leaves, you must continue to make insurance premium payments by personal check either in person or by mail. You must make arrangements with Susan McDonough in the Town HR Department. Her number is 781-682-3595.

Q: If I request a leave of absence for one year for the purpose of childrearing using the provisions under the Unit D contract, can I continue my health insurance coverage through the Town?

Upon request for unpaid leave for reasons of childrearing, you will no longer be covered under the Town for insurance benefits. The Town will inform the GIC to send COBRA information to you.

Upon your return to your position, if you chose to pick up COBRA, you may submit paperwork to

More information regarding the Town's FMLA policy can be viewed using the following link:

<http://www.weymouth.ma.us/sites/weymouthma/files/fmla08.pdf>



transfer to active status and begin premium deductions following GIC approval.

(Non-Educators Only)