



Information for Parental Leave

First off, Congratulations!!

Please find below some general information for you to be aware of in regards to your parental leave:

- A staff member (non-gender specific) who is expecting a child shall be entitled to 8 weeks of unpaid leave for the birth or adoption of their child according to the Massachusetts Parental Leave: <https://www.mass.gov/service-details/parental-leave-in-massachusetts>
- The Family Medical Leave Act allows eligible employees up to 12 weeks of approved leave of absence in a 12-month period due to personal medical reasons or a family member medical reason: <https://www.dol.gov/agencies/whd/fmla>
 - If additional time is needed past eligibility, a written request would need to be made to the Superintendent.
- If you are enrolled in the Sick Bank, you may make a written request to Human Resources to access sick days to cover your leave up to the extent of temporary disability deemed by your physician. You must drain your own sick time before being able to access the sick bank.
- If you are enrolled in health, dental, or life insurance benefits through the Town of Hudson, you must contact the Treasurer's Office at 978-568-9605 to discuss options for continuation of benefits during your leave.

What happens next:

1. Complete the "HPS Parental Leave of Absence Request" form
2. Have your doctor complete the "Physician's Certificate"
3. Return BOTH forms to HR as soon as possible.
4. Upon receipt of both forms, HR will send you a letter outlining the details of your maternity leave.
5. Notify your principal and HR when the baby is born.
6. HR will send you a follow up letter outlining the details and any changes to your maternity leave based on the baby's actual delivery date. Please provide a copy of the birth certificate!
7. Payroll will contact you regarding your adjusted pay for the year. Please note that your adjusted pay cannot be calculated until the baby is born.

Contact Emily Osborne, HR Generalist at enosborne@hudson.k12.ma.us with any questions about your leave.

Contact Karissa Cook, Payroll Accountant klcook@hudson.k12.ma.us with any questions about your adjusted pay.

Contact Bill Weagle at wweagle@townofhudson.org; or, Audria Cedrone at acedrone@townofhudson.org, or by calling 978-568-9605 with any questions about benefits.