

HPS PARENTAL LEAVE OF ABSENCE REQUEST FORM

Name: _____ Date of Request: _____

Home address: _____

School: _____ Position: _____

Expected due/adoption date: _____

Expected start date of leave: _____

Expected return to work date: _____

Please check appropriate option based on eligibility:

Please see information below to find out what you may be eligible for. Human Resources will confirm your eligibility once requested.

___ up to 8 weeks of Parental leave under MA State Parental Law

___ up to 12 weeks of FMLA leave (if eligible)

___ Remainder of school year in which child is born/adopted – PTS + HPA staff eligible

___ Remainder of school year in which child is born/adopted and the school year following – PTS staff eligible

___ Other (please explain): _____

Signature: _____

Name: _____

Date signed: _____

Information & Eligibility for Parental Leave

First off, Congratulations!

Please find below some general information for you to be aware of in regards to your parental leave. Please also refer to your collective bargaining agreement or HSC Policies for additional language on leave eligibility:

- 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>
 - If additional time is needed past eligibility, a written request would need to be made to the Superintendent. A reasonable accommodation meeting may need to be held.
- The Family Medical Leave Act allows *eligible* employees up to 12 weeks of approved unpaid job protected 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. A reasonable accommodation meeting may need to be held.
- 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.
- The Hudson Public School district is exempt from the Paid Family Medical Leave Act.
- The MA Parental Leave and FMLA run concurrently and cannot be taken separately.

Eligibility: All permanent full time staff are eligible for 8 weeks of MA Parental Leave once they have completed their 3-month probationary period. In order to be eligible for 12 weeks of FMLA, you must have been employed with Hudson Public Schools for at least 12 months prior to your leave and a minimum of 1250 hours in the past 12 months. Human Resources will confirm your eligibility.

What happens next:

1. Complete the "HPS Parental Leave of Absence Request" form
2. Have your doctor complete the "Physician's Certificate" (&FMLA forms if eligible)
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 specialist at 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