

February 14, 2013

Dear Ms.

Thank you for your recent communication concerning your pregnancy. In order to answer questions that may arise in the coming weeks, below is a summary of procedures followed by the Quincy Public Schools with regard to maternity leaves:

1. The Quincy Public Schools follows the provisions of the Family Medical Leave Act. If you have been employed by the Quincy Public Schools for at least one year, you may take up to 12 weeks of unpaid leave. Family Medical Leave Act leave generally starts with the birth date of your baby. Holidays are counted as part of this leave, but school vacations and the summer months are not counted in computing the 12 week period of leave.
2. Within the above mentioned 12 weeks, some of these days may be paid, if you have unused sick days in your account. The Quincy Public Schools routinely allows six weeks of sick day use immediately following the birth, based on a letter from your doctor or hospital confirming the delivery. No unusual diagnosis or complicating medical history is needed for these six weeks of paid sick day use.
3. Based on #1 and 2 above, the most common occurrence is that a woman takes off 12 weeks, 6 with pay and 6 without.
4. If your doctor feels that your medical history or other complicating medical factors require you to be out of work, you may use sick days beyond the six weeks mentioned above. In such cases your doctor must write a letter specifying your medical diagnosis and the expected length of your disability. Some doctors also wish a patient to stay out of work for some days before the delivery. Sick day use is allowed for these days also, if your doctor writes a letter stating that it is medically necessary.

5. In all cases of use of paid sick days, whether for maternity or not, two common sense principles apply: you can not use sick days you do not have in your account, and you cannot use sick days unless you are medically unable to work.
6. Your collective bargaining contract may give you the right to additional unpaid leave. For example, teachers with Professional Teacher Status may take unpaid leave to the end of the school year and may take off one more complete school year if they wish. Contracts for other employees vary. Please refer to your contract.
7. If you are covered by any City of Quincy medical or dental insurance, during the 12 week Family Medical Leave you must continue to pay your share of the premiums. This may entail making payments directly to City Hall if you are not receiving paychecks. For further information, contact Ms. Patricia McGowan (617-376-1068) at City Hall.
8. After the 12 weeks of Family Medical Leave, if you continue on unpaid leave under your union contract, you must pay 100% of your medical and dental premiums. This could amount to upwards of \$1500 per month or more. This factor should be carefully considered as you plan your leave of absence.
9. If you drop your medical or dental coverage and go on your spouse's plan, please be very careful. First, your spouse's plan may not accept you. Some companies will only accept you if you lost your medical coverage in Quincy. You did not lose it; you voluntarily gave it up. Second, you can NOT sign up for Quincy's coverage when you return in September. The open enrollment month is May. You will be required to wait to the following May to re-enroll.

I hope the above items are helpful to you as you plan for the wonderful event of having a baby. One final request: Please keep the Personnel Office and your Principal fully informed. You should supply the Personnel Office with the following:

1. A letter from you stating clearly your wishes with regard to leaves of absence. Try to be as clear and as specific as you can. If circumstances later change, you can submit a second, amended request.
2. A letter from your doctor stating that you are pregnant and your expected due date. This should be submitted as early as you feel comfortable doing so.

3. A letter from your doctor or hospital stating the actual date of birth. This should be submitted shortly after the birth.

Please also send copies of the above three letters to your Principal, Director, and/or Department Head. Please keep everyone fully informed. These people have the difficult task of finding a qualified substitute to take your place.

Also, if you have the City of Quincy Health or Dental Insurance, please call Miriam Shaheen (617-984-8789) in the Payroll Office within **30 days** of the birth in order to add your new child to the plan. You should call Carol Contrino (617-984-8804) in the Payroll Office when you return to work so she can re-activate you on the payroll.

Best wishes for a wonderful experience as you welcome a new member into your family, and please feel free to call me if you have questions of any kind.

Sincerely,

Kevin W. Mulvey  
Executive Director of Human Resources  
and Business Operations

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