

## **Monroe Township Education Association** **Information about Maternity Leave**

1. You must apply in writing for leave no less than 60 days prior to the commencement of leave.
2. Your contact person is Steve Derkoski at Central Office, he will tell you exactly what to write in your letter to the Board of Education and give you a form to fill out.
3. Your accumulated sick days may be used for maternity leave 30 calendar days (20 work days) prior to your due date and 30 calendar days (20 work days) after your delivery date. Leave could be extended 2 more weeks if requested by your doctor.
4. 12 weeks of NJ Family Leave Act for child rearing purposes can be used immediately after the 30 calendar days following delivery. Family Leave Act only guarantees your health benefits. You are now on unpaid leave. Even if you have more accumulated sick days, they cannot be used at this time.
5. Once your Family Leave runs out, so do your medical benefits.
6. At this point, you can pay the Board's contribution for your medical benefits, continuing them until you return from leave.
7. During your absence from school, your time credited to your pension stops because you are not paying into your pension. This may seem unimportant to you now, but later in life you will wish you had these weeks of time in your pension. So after you return to work, contact the Division of Pensions in Trenton and buy back your weeks of pension credit for a very minimal sum of money. If you wait till you are in your 40s or 50s it will be very expensive.