



FMLA Maternity Leave

Eligible employees are entitled to take up to 12 work weeks of job-protected leave in a 12-month period. (If you are not eligible, visit the Temporary Disability Leave page or reach out to the Benefits Department.

FMLA leave for maternity is unpaid leave. Employees are required to use paid leave (local/state), including compensatory time, concurrently with FMLA leave. When paid leave is exhausted, the employee's leave will be unpaid (DOCK).

Employees are required to submit absences in Skyward. Instructions on how to complete this task will be sent in the eligibility notice.

Applying for FMLA

Apply for FMLA maternity leave no more than 30 days before your estimated due date unless there is a medical emergency.

- Complete a [FMLA Leave Request](#) Notification of FMLA eligibility will be given within five business days.
- Review the eligibility email sent to the email you provided, along with more information that pertains to your leave of absence. Medical forms must be completed within 15 days of receipt.
- For personal illness, you must complete the [Return to Work](#) form at least one week prior to returning to your campus/department.

Please note, that it is the employee's responsibility to continue insurance policy premiums if the district is unable to deduct them from the employee's check.

Disability Insurance

Disability insurance is a supplemental benefit and does not affect your leave or job status with Burleson ISD. Questions regarding disability insurance should be directed to The Hartford at 866-547-9124. Claims cannot be submitted any sooner than thirty days before your estimated due date.

Long-Term Substitutes

Please reach out to your campus substitute navigator for assistance in regards to finding a long-term substitute or how to enter absences in Smart Find. You can start the process to request a long-term sub as early as you feel is necessary.

For any additional questions regarding substitutes, contact Amy Perez, District Sub Coordinator, at amy.perez@bisdmail.net or 817-245-1037.



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Verification of Birth Facts

For final FMLA approval, employees must submit the Hospital Verification of Birth Facts to the Benefits Department within 15 calendar days of giving birth. This form is provided by the hospital in order to receive a birth certificate.

Adding Newborn Medical Coverage

If you wish to enroll your newborn for medical coverage, you must contact the benefits department after the birth of your child to request the medical enrollment form. You must email the completed form to the Benefits office within 31 days of the baby's birth. TRS-ActiveCare automatically provides coverage for a newborn child of a covered employee for the first 31 days after the date of birth, but this coverage ends unless the baby is added to the employee's coverage within 31 days.

Returning to Work

Employees may not return to work until the completion of the Return to Work form is received and processed by the Benefits Department. A confirmation email from the Benefits Department will be sent to you regarding your approval for return.

Break Time for Nursing Mothers under the FLSA

The district supports the practice of and makes reasonable accommodations for the needs of employees who express breast milk. A reasonable amount of break time along with a place, other than a multiple-user bathroom, will be provided for the employee that is shielded from view and free from the intrusion of other individuals. For non-exempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

TRS ActiveCare members are encouraged to view the [Resources for a Healthy Pregnancy](#) for more information on maternity.