



Maternity Leave Checklist

At the Beginning of Your Second Trimester:

- Inform your immediate supervisor about your pregnancy. Schedule a time to meet and discuss a plan of action regarding your upcoming leave of absence.
- Research your eligibility for FMLA leave by reviewing the FMLA policy for the University. FMLA provides eligible employees 12 weeks of unpaid, job-protected leave for childbirth and care for your newborn (or newly adopted) child. To request a leave you may log in at <https://doit.creighton.edu/email-accounts/blue-accounts/quick-launch> or you may call the Solution Center at 866.903.8216 press 2 for Leave Management.
- Find out which state laws and regulations, if any, regarding maternity, medical and/or family leave apply to you and your employer.
- Check to see if you are enrolled in the short term disability plan and if it applies to your recovery from childbirth – this would not grant you extra leave, but it would provide some payment for your leave.
- Check out your spouse's leave situation too!
- Assuming that there will be no pre-natal bed rest ordered during your pregnancy, go ahead and start thinking about how much time you would like to take off when the baby is born and what financial planning will be necessary to accomplish that leave.

Approximately two months from due date:

- Use the information you gathered from HR and from your research to put together a proposed plan for how to handle your absence from work; discuss this plan with your immediate supervisor and ask for thoughts and input.
- If feasible, discuss the possibility of a flexible return schedule or a temporary work-from-home plan for you and for your department. Depending on your department and position, this may or may not be an option, but it is worth exploring.

Approximately one month from due date:

- Contact Human Resources to go over accrued leave and how it will be utilized to continue pay while on FMLA, and to find out how to continue your benefits while on leave if you do not receive a paycheck.
- Start implementing that transition plan you discussed with your immediate supervisor and start early because babies don't always arrive on their due dates!
- Talk with your immediate supervisor to decide how your e-mails will be handled in your absence – and decide who is going to activate that function if you don't show up at work some morning because you've had the baby in the middle of the night.
- Make a final decision as to when your last day of work will be – some women are content to work up until they go into labor; others feel more organized if they set a “last day” date on the calendar prior to their due date. Keep in mind that your FMLA clock will not begin until the actual delivery date, or if and when you are placed on ordered pre-natal bed rest (Certification Statement of Health Care Provider will be required).
- If you plan to breastfeed, schedule time to visit the various lactation rooms available on campus to find one that will best fit your needs. A list of lactation rooms can be found at <http://www.creighton.edu/hr/benefits/additionalbenefits/lactationrooms/index.php>

If you do all of this, then try to relax and feel confident that your work will be done while you're gone. You've got better things to think about!

And remember, if you have any questions or concerns at any time prior to your leave of absence, Human Resources personnel are always available to assist you.

Congratulations!!!

