

# Pregnancy and parental leave

## PREGNANCY AND PARENTAL LEAVE

Employees may take up to 12 weeks of unpaid leave during pregnancy or upon the birth or adoption of their child. Employees are eligible for this leave regardless of the size of their employer and the amount of time for which they have worked for the employer.

### When does the pregnancy and parental leave start?

- The leave must be taken within 12 months of the birth or adoption.
- Employees must request the leave from their employer.
- Employees can choose when the leave will begin.
- Employers can adopt reasonable policies about when requests for leave must be made.



## FREQUENTLY ASKED QUESTIONS

### What can count against my pregnancy and parental leave?

If you have paid leave, including sick leave or paid vacation, pregnancy and parental leave can be reduced so the total leave (pregnancy and parental plus paid leave) is not more than 12 weeks. Leave taken for prenatal care may **not** count against pregnancy and parental leave. If you qualify for both federal Family and Medical Leave Act (FMLA) and pregnancy or parental leave, you only have a right to 12 weeks of leave in total for childbirth or adoption of a child and any other pregnancy-related leave. You may be entitled to additional leave under FMLA for a non-pregnancy related serious health condition. If you have questions about FMLA, contact the U.S. Department of Labor at 612-370-3341 or [dol.gov/whd/fmla](https://dol.gov/whd/fmla).

### Does Minnesota offer paid family and medical leave?

Minnesota's paid family and medical leave law, which provides paid time off during or following a pregnancy, goes into effect Jan. 1, 2026. Find more information at [mn.gov/deed/paidleave](https://mn.gov/deed/paidleave).

### Does my employer have to continue my benefits during the leave?

Yes. Employees on pregnancy and parental leave are entitled to the same coverage and employer contribution as if they were not on leave.

### Do I get my job back when I return from leave?

Yes. You are entitled to employment in your former position or one with comparable duties, hours and pay. You are also entitled to the same benefits and seniority you had before the leave. You may return to part-time work during the leave without forfeiting the right to return to full-time work at the end of the leave. It is against the law for your employer to retaliate, or take negative action, against you for requesting or taking a leave.



Labor Standards • 443 Lafayette Road N. • St. Paul, MN 55155  
651-284-5075 • [dli.laborstandards@state.mn.us](mailto:dli.laborstandards@state.mn.us) • [dli.mn.gov](https://dli.mn.gov)



# Is your family growing?

## Get the support you deserve

Whether you are considering having a baby or are already expecting, UMR Maternity CARE can explain how to reduce your risk of complications and prepare you to have a successful, full-term pregnancy and a healthy baby.

### How we can help

Healthier women are more likely to have healthy babies. If you're thinking about starting a family, our experienced OB/GYN nurses will help you understand your personal health risks and empower you to take action before you become pregnant. When the time arrives, our registered nurses will support you with timely prenatal education and follow-up calls, and will refer you to case management if a serious condition arises. Your CARE nurse will call you each trimester during your pregnancy and once after your baby is born.

We also offer two types of monthly events for members who are enrolled in or have completed the program: virtual classes and a breastfeeding support group.

If you are pregnant and are identified as high-risk, a CARE nurse will monitor your condition and work to reduce your claims costs through-out your pregnancy and the post-delivery period.

You can self-enroll in Maternity CARE or pre-pregnancy support, or you'll be contacted and invited to participate if you're identified as pregnant through a clinical health risk assessment, utilization review or other program referrals.



### It pays to participate

You'll receive an incentive gift\* as a thank you for participating in the program, sent to you after your delivery.

\* To be eligible for the free incentive gift you must enroll during your first or second trimester and continue to actively participate in the program each trimester of your pregnancy.

## Once enrolled, you'll receive ...

One-on-one phone calls with a CARE nurse who:

- Provides comprehensive pre-pregnancy and prenatal assessments
- Shares educational information before you become pregnant and throughout your pregnancy
- Encourages you to call with any questions or concerns and continues to reach out each trimester and again after your delivery to see how you and your baby are doing
- Sends a courtesy letter informing your physician that you're in the program

### Guidance for your support person:

You may also choose to identify a support person who can receive an education call and electronic educational packet. The packet includes information to help them support you through your pregnancy, labor and delivery, and postpartum.

### No-cost educational materials in the mail:

You can choose from a selection of high-quality books and other materials containing helpful information about pregnancy, pre-term labor, childbirth, breast-feeding and infant care.

## CARE ON THE GO:

The CARE app, powered by Vivify Health, allows us to meet members where they are by connecting them to CARE nurses through their mobile device. Our nurses can view individual health metrics from self-reported data or synchronized monitoring devices and are able to virtually connect with members by text, email or face-to-face via streaming video. It's free and confidential.

### No cost:

Maternity CARE is a valuable benefit provided by your employer at no additional cost to you.

### Confidential:

UMR CARE takes confidentiality very seriously. It's important to know that we won't share any identifiable, personal health information with your employer. Your employer receives group information only. UMR CARE programs operate in compliance with all federal and state privacy laws.

## GET STARTED



Your first step is to enroll in the Maternity CARE program.  
**Call 1-888-438-8105** OR **Scan the QR code** to complete the enrollment form online.

Office of Human Resources

Phone 952.681.6440

Fax 952.681.6449



Educational Services Center  
1350 West 106<sup>th</sup> Street  
Bloomington, MN 55431-4126

[www.bloomington.k12.mn.us](http://www.bloomington.k12.mn.us)

## FAQ – CHILDBIRTH LEAVES

This FAQ answers the most common questions asked about childbirth leaves. Contact your HR Representative for more information or call the main HR Line at 952-681-6440.

### What is FMLA?

The Family Medical Leave Act became effective in 1993 and entitles eligible employees to take up to 12 weeks (60 days) of unpaid, job-protected leave in a 12-month period for specified family and medical reasons, including the birth and care of a newborn child. FMLA leave runs concurrently with childbirth leave.

### How is FMLA calculated?

FMLA counts days that you are scheduled to work. For instance, Paras and Teachers would not count school breaks as FMLA time. Those who are scheduled during school breaks, Independents, for example, would count school breaks as FMLA time.

There are special rules (Federal Regulation 825.602 posted on the District website under Human Resources - Leaves) for instructional employees whose leave is near the end of a term. Contact Human Resources if you have questions on these special circumstances.

### Does the district offer any paid leave for parents?

Yes parents are given five (5) days of paid parental leave within the first seven (7) days of birth.

### I have sick time accrued. How can I use that during my leave?

You may use sick leave or any other accrued leave during your Maternity Leave/FMLA. This will be effective after the five (5) days of paternal leave.

### How is my insurance affected during my leave?

During the 12 weeks of FMLA, leave your job is protected and you continue to receive the district contribution to your insurance. You are responsible for the employee share of your insurance. If childbirth leave is more than the 12 weeks of FMLA, you will be offered to continue your insurance through COBRA.

### How and when do I add my new baby to my insurance?

Your new baby can be added after birth by completing the "Life Event" section on Employee Navigator. Complete the form online within 30 days of the birth. You do not need to wait until you have your baby's social security number but the card should be provided to HR when it is available.

### Can I add my husband/other children to insurance at this time?

Yes, you can add additional dependents at this time. Please be sure to submit any changes within 30 days of the birth of your new baby.

### How will any unpaid time affect my sick leave accrual?

- If you get your sick leave accrual all at once at the beginning of the year, unpaid time may affect your available sick leave balance.
- If you accrue sick leave on a monthly basis, you will not accrue any sick leave or vacation while on an unpaid leave of more than 10 days.

**How will my pay be affected?**

If you are out 10 days or less on an unpaid leave, you will see an unpaid deduction on your check for the number of days that are unpaid. If you are out more than 10 days on an unpaid leave, you will be paid out and the employee portion of insurance will be taken to cover the unpaid FMLA time. Voluntary deductions will not be taken during the unpaid time. Upon your return, pay and insurance deductions will be restarted.

- **Example 1:** I'm staying out 12 weeks with 4 weeks paid (5 District childbirth days + 15 accrued sick leave days) and 8 weeks unpaid. How will my insurance and paychecks be affected?  
*Once the baby is born, your paid and unpaid time will be calculated based on the number of days you have actually worked and you will receive a paycheck. Your pay will then be stopped until you return from leave. If you have an employee cost for your insurance, that amount will be deducted to cover your portion for the 8 unpaid weeks. Your checks will begin again when you return and your pay will be recalculated based on the number of days remaining in the contract year and number of remaining pay periods.*
- **Example 2:** I'm staying out 10 weeks after having a C-section. Eight weeks will be paid (5 District childbirth days + 35 days of accrued sick leave). I have 10 days that are unpaid. How will my insurance and paychecks be affected?  
*Employees who are out 10 days or less on an unpaid leave will get a paycheck each pay period, but will see an unpaid deduction on one paycheck for the number of days that are unpaid. Since this time falls under the 12 weeks of FMLA, your insurance will continue as normal with you covering only the employee share.*
- **Example 3:** My baby is due December 1 and I really want to stay out the remainder of the year. How will my insurance and paychecks be affected?  
*Assuming a natural delivery, you could be paid for up to 6 weeks (5 District childbirth days + your accrued sick leave) and then your pay will be calculated (based on sick time and days actually worked) and stopped until you return in September. Your insurance will stop after 12 weeks of FMLA and you will be offered to continue on COBRA. Be sure to contact HR in August to re-enroll in District insurance.*

**What happens if the doctor puts me on bed rest before the baby is born?**

Bed rest is part of your FMLA 12-week allowance and would come out of your available sick time. Please submit a WH-380, filled out by your doctor to Human Resources and a Leave Form to your supervisor.

**Does the district offer a short-term disability plan?**

No, we currently offer a district paid long-term disability plan only. This plan has a 90-day elimination period (calendar days) before benefits would be paid.

**How do I request a leave?**

Complete a leave form with start date (typically anticipated due date) and return date. Also fill out a WH-380 as indicated on the Leave Form. Give the completed form to your supervisor for approval. The WH-380 goes to your doctor's office and then they can fax to 952-681-6449 when complete. Once approved by your supervisor and the district, you will receive more information about the approval for your records.

**Additional Information:**

- Notify your school secretary and Human Resources once you have given birth, so we know when to start the 5 paid childbirth days and your leave. This would also be the time to verify your return date so we can accurately process your pay and time off.
- If you are a teacher, Brianna Hamre will email you regarding entering your leave time and your paycheck amounts.
- Dependent Care Flex Spending: For information, please see the District website under Human Resources.
- Childcare Leaves: At its discretion, the district may grant one year of unpaid leave to care for a child with a potential second year.