



Leave Information for Staff and Faculty who are anticipating Childbirth, Maternity, Pregnancy, Birth & Bonding, Foster Placement, or Adoption

## Frequently Asked Questions

### What is TWU's maternity leave policy?

TWU does not have a formal maternity leave policy. There are two types of protected, unpaid leave available to eligible employees seeking time away from work for birth and bonding, foster placement, or adoption: [Family Medical Leave](#) and [Parental Leave of Absence](#).

### What are my options for leave?

There are two types of protected, unpaid leave available to eligible employees seeking time away from work for birth and bonding, foster placement, or adoption: [Family Medical Leave](#) and [Parental Leave of Absence](#).

### What if I'm not eligible for Family Medical Leave (FMLA)?

[Parental Leave of Absence](#) applies to anyone who is employed at TWU including adjuncts and graduate assistants.

### What if I'm a part time employee?

[Parental Leave of Absence](#) applies to anyone who is employed at TWU including adjuncts and graduate assistants.

### What options do fathers have?

Both [Family Medical Leave](#) and [Parental Leave of Absence](#) allow for protected leave for fathers as well as mothers.

### What if both parents work at Texas Woman's University?

If a husband and wife both work for the University and each wishes to take FMLA leave for the birth of a child, adoption or placement of a child in foster care, the husband and wife may only take a combined total of 12 weeks of leave.

If a husband and wife both work for the University and each wishes to take Parental Leave of Absence for the birth of a child, adoption or placement of a child in foster care, the husband and wife may each take 12 weeks of leave.

### **Will I be paid while I'm out on leave?**

Both [Family Medical Leave](#) and [Parental Leave of Absence](#) are unpaid leave.

#### **Faculty:**

Faculty may use available accrued sick leave during the time a doctor certifies that the employee or immediate family member, such as a spouse or child, are under the care of a doctor. If the employee takes a full 12 weeks and only a portion (typically 6-8 weeks) is considered medically necessary the remaining time is leave without pay.

The [Faculty Sick Leave Policy](#) states that sick leave with pay may be taken when sickness, injury, or pregnancy prevent the employee's performance of duty or when a member of his or her family is actually ill.

#### **Staff:**

Staff who accrue sick leave may use sick during the time a doctor certifies that the employee or immediate family member, such as a spouse or child, are under the care of a doctor. If the employee takes a full 12 weeks and only a portion (typically 6-8 weeks) is considered medically necessary the remaining time is either vacation or leave without pay. Staff may use available compensatory time, vacation or leave without pay for this period. Sick leave is strictly limited to those situations clearly falling within the definition of sick leave. If the employee does not have available leave the position is protected but time away from work is without pay.

The [State Sick Leave Guide](#) states that sick leave with pay may be taken when sickness, injury, or pregnancy prevent the employee's performance of duty or when a member of his or her family is actually ill.

### **What if I don't have enough leave accrued to be paid the entire time I'm out?**

If your accrued state sick leave will exhaust prior to being released from medical care, you may wish to apply for [State Sick Leave Pool](#). All employees at TWU are eligible for State Sick Leave Pool. The amount of State Sick Leave Pool that an employee is eligible for is based upon their [years of service](#). The documents needed to apply for [State Sick Leave Pool](#) are available [here](#), or contact

the [Leave Coordinator](#) for assistance. State Sick Leave Pool is strictly limited to those situations clearly falling within the definition of [State Sick Leave Pool](#).

Once released from medical care, an employee's options for continuity of pay are:

**Faculty:**

Once Faculty has been released from medical care, all options for continuity of pay have been exhausted. All remaining time away will be unpaid leave.

**Staff:**

Once Staff members have been released from medical care, the options for continuity of pay are to apply any available accrued vacation leave, comp time, or banked overtime. Once these leave balances have been exhausted, all remaining time away will be unpaid leave.

## **Can I use my Short Term Disability for pregnancy, childbirth, or the birth/bonding period?**

If you are already enrolled in [Short Term Disability](#) through ERS (Employee Retirement System) and wish to pursue a claim during this time, please contact The Reed Group at <http://reedgrouptipp.com/> or 855-604-6230.

Once a participant's claim is approved, short-term disability provides 66% of your monthly salary with benefits payable for a period of up to five months (a maximum of 150 days) **after** completion of your 30-day waiting period or use all available sick leave (including Sick Leave Pool), whichever is longest.

To be eligible for benefits, you must provide a physician certification that you are totally disabled and unable to work.

## **Any other important reminders?**

- Any calendar month that is fully unpaid will result in the Faculty member being responsible for both the employee and employer portion of their benefits premiums. The Faculty member will be notified to contact ERS (Employee Retirement System) at 877-275-4377 to arrange for payment directly to ERS should a fully unpaid month occur.
- If the day before or the day after a paid holiday is unpaid, the holiday will also be unpaid.
- When out on continuous leave, employees are not allowed to utilize any accruals earned during their leave. Those accruals will be available for future leaves, but not for the current leave.
- Should the Faculty member wish to add the new child to their insurance coverage, they have a 30 day window from the date of birth in which to do this. This can be accomplished on the ERS website at [www.ers.texas.gov](http://www.ers.texas.gov), or by calling ERS at 877-275-4377, or by contacting the [Benefits team](#).

## Can I breastfeed or express breastmilk on campus?

TWU is proud to be a silver-level designated Texas Mother-Friendly Worksite. For information on private rooms and resources for lactating and breastfeeding employees, visit the TWU [Lactation](#) page.

