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## Maternity Leave

First of all, congratulations!! We hope this new transition goes as smoothly as possible so we have outlined a process to clarify maternity leave under FMLA. To make it easier for everyone to understand, please go through each step. If you have any questions please call English Levin at 339-222-5604.

**Step 1.** You will first submit a letter stating your plan and request for leave. This letter states the dates that you believe you will be leaving and returning to work.

**Step 2.** Ask the program office for your accumulated sick time. If you have sick days, you can request to use your sick days towards maternity leave (Make sure to write this in your letter). Not all staff request to use their sick days. You may want to keep them in case of an emergency in the future.

**Step 3.** After the birth of your child, if you have health insurance with LABBB, please call the LABBB business office with the date your baby was born and their name. Insurance forms need to be filled out if you want your new baby placed on your LABBB insurance. We will need the baby's SS# as soon as you receive it.

**Step 4.** After the birth of your child, your doctor will need to write you a note to state when you can return to work. (If you requested to use your sick days, then you will be paid up until your doctor states that you need to be out of work, assuming that you have enough accumulated sick days.) If you do not have enough accumulated sick days, you will be paid until they run out.