






## Federal Maternity Leave Overview

### LEAVE ENTITLEMENT

Option	Eligibility	Coverage	Notices or Forms
FMLA (Dr.'s note required)	Employee must work 1,250 hours in preceding year, with 12 months of service to be eligible.	Up to 12 weeks of unpaid, job-protected leave to eligible employees.	 FMLA Notice.pdf

### WAGE REPLACEMENT

Option	Eligibility	Coverage	Notices or Forms
Guardian Short Term Disability	STD begins on the 8th day of continuous injury or illness.	Benefit is 60% of your weekly earnings up to the \$1283 max per week.  Maximum weeks for maternity leave is 6 week vaginal or 8 week C-section delivery	Contact Guardian at 888-889-2953 two weeks prior to leave to initiate claim.  Once baby is born, inform Guardian of delivery date.  Group Plan #: 029062
Proven Paid Disability	See attached policy.	See attached policy.	 Disability Pay Policy June 2022 FINAL.pdf
Proven Paid Parental Leave	See attached policy.	See attached policy.	 Paid Parental Leave Policy June 2022 FIN

### BENEFITS

Health Benefit Payments (if applicable)	Health insurance premiums will be deducted from Proven's disability and/or parental leave payments.	
Health Insurance for Newborn (if applicable)	Newborns are covered from the moment of birth under the mother's insurance. Please notify Proven to add the baby to your plan, insurance will be effective the 1st of the month following DOB.	