Maternity and Nursery Frequently Asked Questions

Below are some helpful Frequently Asked Questions to help you navigate this special time.

Introduction

1. ***I just found out that I am expecting. Now what?***

Congratulations! First, you will need to tell your supervisor about your exciting news. Next, email the Nursery Director and the Benefits Coordinator. Also, plan to complete the FMLA forms. Please plan to do this approximately six months before your due date.

FMLA

2. ***Where can I find the FMLA form, and when must the form be submitted?***

The FMLA forms can be found on Employee Services. Plan to have your supervisor sign the form and turn it in to the Benefits Coordinator, AE-17, at least three months before your due date.

3. ***The FMLA form asks for the due date, expected return date, and baby's name. I do not know this information yet.***

Not a problem. Complete the form with the information that you have; the expected due date is the anticipated leave date, and up to 12 weeks from that date is the return-to-work date. The Benefits Coordinator will update the information once we are notified the baby is born.

4. ***Do I qualify for FMLA?***

You qualify for FMLA if you have worked at least 12 months in the ministry and worked 1,250 hours within the past 12 months.

5. ***I do not qualify for FMLA. Can I still take the time off?***

Yes. You can take up to 12 weeks off, but it will not be considered FMLA and will still follow the same guidelines as FMLA leave.

6. ***How many weeks can I take off for FMLA?***

You can take up to 12 weeks off or 60 working days.

7. ***My spouse wants to take time off, can he?***

Yes! He can use sick leave for the days you and the baby are in the hospital. If he wants to take more than three consecutive days off, he must complete FMLA paperwork. Please remember that the time he takes off for FMLA reduces the time you can take off. For example, if he wants to take two weeks off using FMLA, you can only take ten weeks off. A spouse may only use sick leave after you leave the hospital if you require additional care due to a C-section or other serious medical condition; additional documentation would be required for approval. Paid PTO hours can be requested if the spouse does not want to deduct days from the mother's FMLA.

8. ***Am I allowed to start FMLA before the baby is born?***

No, you should continue working up to the baby's birth. If there is a serious health condition and your physician authorizes bed rest, an FMLA form with the physician's signature would be required, and FMLA time off would begin then. Time off before birth without a physician form indicating a serious condition is considered unapproved leave without pay.

9. ***How will I know when I need to return?***

The Benefits Coordinator will contact you with your return date based on the baby's due date and the number of weeks that you will have to take off.

Time Off and PTO

10. ***Is maternity leave paid?***

FMLA is not paid leave. Sick leave for the mother is used in conjunction with FMLA until the sick leave is exhausted.

11. ***Do I have to use my PTO during maternity leave?***

No, you do not. You can use some or all of your PTO if you want more time paid.

12. ***How do I know how much PTO I can use?***

You can check your balance on Workday. This will not take into account any future dated PTO requests already approved.

13. ***Can I use my PTO to extend my FMLA time off?***

Unfortunately, no. You are only able to take up to 12 weeks of FMLA.

Insurance

14. ***I want to add my baby to my PCC insurance. How much does it cost, and what does it cover?***

Email the Benefits Coordinator for current pricing and health insurance coverage.

15. ***How do I add the baby to the insurance?***

Within days of the birth, email the Benefits Coordinator with the baby's full name, date of birth, and, if

possible, social security number. The Benefits Coordinator will update the insurance and applicable documents.

16. ***I am the primary insurance holder; what happens if I do not have enough to pay to cover insurance premium deductions?***

Employee Services will notify you if a payment needs to be made to the PCC Cashier's Office.

Nursery

17. ***What is the Nursery?***

The Nursery is designed as a safe space for faculty and staff children ages six weeks to 3 years old.

18. ***Where is the Nursery?***

The Nursery is located on the first floor of the MacKenzie Building. The entrance is on the side of the building by the playground or the MacKenzie lobby entrance. Access is granted by tapping your Employee ID Card. There is a call button in the event you forget your ID card. If the playground gate is closed, you can still open it to get to the Nursery entrance.

19. ***I want to use the Nursery. How do I enroll?***

Please complete the enrollment form. The Nursery Director will also schedule a nursery tour with you.

20. ***I have an older child already enrolled in the Nursery. Can they still attend the Nursery while I am out on maternity leave?***

Yes, they can stay during the mom's normal work time unless the father typically gets off earlier.

21. ***What do I need to bring for my baby before starting in the Nursery?***

Supplies for infants include disposable diapers and cream (if needed), one bottle per feeding plus one extra, two sleep sacks (or authorization from a doctor for your child to sleep with a blanket), two crib sheets to fit a 2" mattress (37x 23), two changes of clothes, (including socks). Please bring these items to the Nursery at least one week before your baby starts to ensure an easy transition. All personal items, including bottles and food, must be clearly marked with your baby's name.

22. ***My baby will be using formula. Do I need to bring their formula to the Nursery?***

Yes, you will need to bring your baby's formula. The Nursery will let you know when it is almost empty and if you need to bring more.

23. ***Does the Nursery need health records before my baby can attend?***

Yes, Florida law requires all children attending to have a school entry physical and up-to-date Certificate of Immunization on file. Immunizations can be handled through your physician or the local health department.

24. ***When can I drop off my child each day?***

Children can be dropped off up to 30 minutes before work starts. The earliest drop-off time is 7:15 a.m.

25. ***When should my child be picked up?***

The parent who gets off from work earliest in the day should pick up the child. The child should be picked up within 15 minutes of the conclusion of the workday. The Nursery closes at 5 p.m.

26. ***Is there a Nursery handbook that I need to read?***

Yes. The Nursery Handbook is on Employee Services.

27. ***How much does the Nursery cost?***

Please contact the Nursery Director for more information.

28. ***Is there a supply fee?***

Yes. A $120 supply fee is charged each semester, and the summer supply fee is $65. The fee covers tissues, wipes, and snacks.

29. ***My spouse does not work for the ministry and does not have an Employee ID Card. How can my spouse pick up my child at the Nursery?***

You can request a Family Access Card for your spouse to access the Nursery by emailing Employee Services. Please include your spouse's name.

30. ***Can someone other than me or my spouse pick up my child?***

Yes. Please work with the Nursery Director so they can be given access. Anyone picking up your child must show their ID before the child is released.

Nursing Mothers

31. ***I am planning to nurse my baby. Are there accommodations?***

Yes, there is a nursing room set up in the Nursery. There are rocking chairs, a baby swing, a nursing pillow, and a changing table with supplies (burp cloths, wipes, extra diapers, and gloves).

32. ***Where are the nursing rooms?***

Please check with the Nursery Director during your tour to see the location. For convenience. teachers at PCA will have access to the nursing room to pump at the Academy.

33. ***Does the Nursery call me when my child is ready to eat, or should I plan to schedule a time?***

That is up to you. The Nursery can call you, or you can set up a schedule to stop by, and the Nursery will have your child ready. The teachers will usually message you when your child is ready if you do not set up a scheduled time. Either way, you will need to work with your supervisor when you are away from work.

34. ***Should I plan to bring extra milk to use as a backup?***

Yes, you can. The Nursery can keep up to a week's supply. Please make sure to properly label the bags with your child's name, date, and how many ounces.

35. ***Do I need to make up the time that I miss?***

You are not required to make up the time but are more than welcome to. Any missed time will be unpaid unless you decide to use PTO.

36. ***Do I need to clock out when I go to the Nursery?***

Yes, you will need to clock out when you leave your desk and back in when you return.

37. ***Do I need to report the time not made up in Workday?***

Yes, you will need to report your missing time using unpaid PTO with a comment of "nursing" (unless you decide to use paid PTO for the time missed).

Helpful Contacts:

- Benefits Coordinator, Mrs. Eva Goad – eGoad@abekaservices.com, ext. 2789
- Nursery Director, Mrs. Ruth Anne Amoson – rAmoson@pcci.edu, ext. 3095
- Nursery Billing questions, PCA Payment Desk, ext. 5002