

### What if my baby is born prematurely?

Article 12.7.1 of the Master Agreement states “In the event of a premature delivery (before the completion of the thirty-seventh (37<sup>th</sup>) week), where the employee has not yet filed for leave, the *Application for Child Rearing Leave of Absence* must be received in the Department of Human Resources no later than thirty (30) days from the date of the birth of the child(ren).”

### What if I adopt a child?

A full-time teacher shall have 6 weeks for adoption beginning with the day the child is received. The absence shall be charged to accumulated sick leave. In the event of an out of state adoption, if emergency conditions develop including government or agency imposed waiting periods which delay the receipt of the child, no loss of pay will occur for up to 6 weeks as a result of this delay provided official verification for the delay is submitted to the Manager, Office of Staff Relations. In the event that both parents are Board employees, they may divide the use of paid adoption leave between themselves or either one may use the full 6 weeks (Article 12.3 of the Master Agreement).

This brochure is intended to be a guide, not a complete list of information related to the issues that might present themselves to expectant parents. As always more detailed questions can be directed to the TABCO office for assistance. If we can't give you the answer, we are more than happy to help you find it.

### Who We Are

#### About Us

The Teachers Association of Baltimore County is a member driven organization of teachers, leaders and staff persons working to ensure great public schools for teachers and students.

#### Staff Persons at TABCO

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FAQ for  
Expectant  
Parents

**We're having a baby!  
What should we do first?  
When and how should we  
notify the Board of Ed?**

First of all—Congratulations! Now that we've had a moment of celebration, we need to get practical. As soon as you know a prospective due date, get out a calendar and start back from there to determine how much time you feel like you might need. You will need to decide what type of leave you will be taking and for how long before your child is born

**When and how can sick  
days be used?**

The Master Agreement allows for sick leave to be used in the case of disability related to pregnancy. If there are complications before the delivery, sick days can be used for that time. Teachers who have accumulated 6-8 weeks will use this time for maternity leave. If they don't have enough time, and are members of the Sick Leave Bank, they may apply for time from the Bank.

**Child Rearing Leave**

What is the two year child rearing leave? Under the Master Agreement, teachers may apply and be granted an unpaid leave for up to 2 years (Article 12.7) immediately following the birth or adoption of the child. Leave forms can be obtained on the BCPS Intranet or from the Human Resources Office and must be submitted before the birth/adoption of the child.

**What if I run out of sick  
leave?**

If you are a member of the TABCO Sick Leave Bank, you may call TABCO and obtain a claim form to get Sick Bank approval. The Sick Bank will grant 6—8 weeks of maternity leave depending on how your baby is born.

**What about leave for dads?**

Dads may take paternity leave if they have personal and/or family leave to cover their time. The time allowed would be the same for mothers—6-8 weeks. They may also use FMLA leave for a maximum of 12 weeks, not necessarily consecutive.

**How and when can FMLA be used?**

FMLA is designed to be used when you exhaust your own personal and family illness leave. This leave must be applied for. The form can be found on the BCPS Intranet or from the Human Resources office.

**Don't forget about your  
Flexible Spending Account  
(FSA) options :**

For expenses not covered by insurance or reimbursed by other sources. When you participate in the FSA, you elect to have a specific amount of dollars deducted from your gross earnings each pay period. By contributing pre-tax dollars, you lower your taxable income and increase your spendable income.

See example below:

Sample Dependent Care Expenses	
Daycare for child under age 13	\$5,000 no FSA
Your cost with FSA	\$3500
Savings to you	\$1500
Before/After school care	\$4000 no FSA
Your cost with FSA	\$2800
Savings to you	\$1200
Refer to the Benefits Enrollment & Reference Guide for more information.	

**When and how should I add  
my newborn to my BCPS  
health insurance?**

Contact the Benefits office to obtain an Enrollment/Change Application to add your new child. Attach a copy of the child's birth certificate, hospital discharge papers or adoption papers, if applicable. You have 30 days to add him/her to your health plans. Coverage will take effect retroactively to the child's birth date/date of adoption.