



Maternity Leave Fact Sheet

*This is for employees who meet the FMLA/ NJFLA qualifications.

FMLA provides up to 12 weeks of job-protected leave in a 12-month period if you are qualified. FMLA is ONLY job protection and NOT wage replacement.

Maternity:

Qualifications for FMLA (Maternity): For an employee to qualify, they must be employed for at least 1 year and have worked 1250 hours within the past 12 rolling calendar months.

The process to request a leave of absence is now online and can be found using this link: [Leave of Absence Request Form](#)

To start your leave, you must submit both of the following at least 30 days before your leave begins:

- Leave of Absence (LOA) Request Form
- Medical Certification Form (completed by your doctor)

Medical Leave – Job Protected (FMLA)

- Before birth: Up to 4 weeks prior to delivery.
* If you choose not to take 4 weeks then you **forfeit** those 4 weeks.

After birth:

- 6 weeks for vaginal delivery
- 8 weeks for C-section
- Employees may use:
 - **Earned:** Sick, Vacation, Admin and/or Comp time to maintain your pay from Rowan.
 - **Unearned:** Sick Time to maintain your pay from Rowan.
 - If you do not have enough time in your banks to maintain your pay, you can apply for state disability.



- Employees have the option to utilize their time or TDI for pay.
- Employees choosing to use their own time must use a minimum of two (2) weeks of earned sick time (if available) before using earned vacation, admin, or comp time.

* Before you can transition into bonding leave, you are required to provide a note from your provider stating that you are medically cleared as of **xx/xx/xx**.

Bonding Leave – Job Protected (NJFLA)

NJFLA provides up to 12 weeks of job-protected family leave in a 24-month period if you are qualified. NJFLA is **job protection only** and NOT wage replacement.

Must be request through leave of absence link: [Leave of Absence Request Form](#)

- Separate leave from Maternity.
- Must submit copy of baby's birth certificate or verification of birth letter.
- Up to 12 weeks for bonding with your child.
- Must be taken prior to one year of birth or placement.
- To care for or bond with a child, as long as the leave begins within 1 year of the child's birth or placement for adoption or foster care
- **Sick time cannot be used during bonding leave.**

Employees may use: (all time must be earned).

- Vacation time
- Administrative leave
- Compensatory time
- Or apply for state Family Leave Insurance (FLI).
- All intermittent bonding arrangements require prior supervisor approval and must include a written schedule outlining the agreed-upon times.