

Maternity Leave Checklist

Once you find out you are pregnant

- Notify your direct supervisor
 - Leave process needs to be initiated via your departmental HR contact. If you do not have a departmental HR contact, contact the Benefits Office at 777-6650.
- Subscribe to the Healthy Carolina and Gamecocks LiveWell newsletters to stay informed of parenting workshops and resources on campus.
- Get your New Parent Welcome Kit from the Gamecocks LiveWell office. Call 777-6518 to arrange pick-up.
- Think about how much time you would like to take off after the baby is born.
- Enroll in Coming Attractions (Maternity Management Program offered by PEBA) You do not have to wait to see your physician to enroll. To participate in the Maternity Management Program, notify Medi-Call during your first trimester to obtain preauthorization. 803-663-3337 or 800-925-9724.
 - Request your free breast pump.
- Select a Pediatrician
- Determine child care arrangements.

Before 30 days prior to starting your leave

- Check eligibility for FMLA
 - Must have worked for the state of South Carolina for at least one year
 - Must have worked 1250 hours in the 12 months before your expected leave begins.
 - ~31 weeks of full time
 - 1 year of 24+ hours/week
- Check out your spouse/partner's leave situation as well.
- Complete the appropriate paperwork found on the Benefits website.
 - Employee Request for Leave
 - Submit to supervisor
 - Employee Medical Certification Form
 - Completed by your healthcare provider and forwarded to Benefits Office
 - Leave Worksheet
 - Completed by your departmental HR contact and is forwarded to Benefits Office and your supervisor.
 - If eligible, determine paid vs. unpaid leave
 - If you will be in an unpaid leave status for greater than 30 days:
 - Apply for sick leave advance
 - Apply to accept leave donations

- Discuss your transition plan with your direct supervisor (email, supervision, delegate tasks)
 - Proposed plan for how to handle your absence
 - Discuss the possibility of a flexible return schedule or a temporary work from home plan.
Depending on your department and position, this may or may not be an option.

While on Leave

- Make sure to use correct ITAMS coding
 - Determine whether you or your supervisor will fill out ITAMS
- If your leave needs to be extended, update the Employers Certification of Leave
- Update Will and Estate Planning documents
 - myGroup EAP

Once the Baby is Born

- Within 10 days, notify Benefits Office of the delivery date and type
- Within 30 days, enroll your baby into your PEBA benefits
 - Request long-form birth certificate from local DHEC office

Returning to Work

- Determine the lactation room(s) most accessible to you on campus. A list of Nursing Mother's Lounges is available on the Student Health Services Website.
- EAP resources to aid in transition back to work after baby. Employees have access to counselors 24 hours a day, 365 days a year by calling 1-800-633-3353.

Faculty Specific Information

Faculty: The Family-Friendly policies state that a faculty member is eligible for one semester of modified duties that may occur in the fall or spring semester for the birth or adoption of a child. (<http://www.sc.edu/provost/policyffmodified.shtml>) The terms of modified duties may vary between departments, but commonly faculty are relieved of teaching duties and heavy committee loads during that semester. Untenured faculty should investigate the option to extend the tenure clock and third year review upon the birth or adoption of a child. (<http://www.sc.edu/provost/forms/FacultyFamilyFriendlyPolicies.pdf>)

Benefits Office

benefits@sc.edu
777-6650
1600 Hampton Street; Suite 801

Gamecocks LiveWell

livewell@mailbox.sc.edu
777-6518
Thomson Building; Suite 104

Healthy Carolina

healthyc@mailbox.sc.edu
777-1650
Center for Health and Well-Being; 1st floor