

Child Care Leave Checklist

- ___ There is 30 to 40 days of sick time available from the date the baby is born unless the doctor's note indicates additional time is needed.
- ___ FMLA 12 weeks begins when employee goes out with pregnancy related disability.
- ___ A note from the doctor should be sent to the District Office when leaving to have the baby.
- ___ Call the Human Resource Department at 518-869-3576 ext. 0470 when the baby is born to assist in calculating your 30-40 days.
- ___ If warranted, a letter from the doctor indicating extension of sick time after 30-40 days should be sent to the Human Resource Department.
- ___ A note from your doctor sent to the District Office stating that you can return to work.
- ___ Send a letter to the Human Resource Department requesting a leave. State the beginning and ending dates of leave.
- ___ Send a letter to the Human Resource Department requesting a leave extension (if necessary).

Please call the District Office Human Resource Department at **518-869-3576 ext. 0470** if you have any questions.