

Maternity

Frequently Asked Questions (FAQ'S)

- 1) **Q** - I have just been informed of my due date. What do I do now?
A – Contact HR and speak with a Benefits Representative at 540-831-5008 to determine what leave plan you are enrolled in.

- 2) **Q** - If I adopt a child, can I use maternity leave?
A – Yes. You will need to have the agency through whom the adoption is being processed to complete the FMLA medical certification forms.

- 3) **Q** – What is the amount of time I will be allowed to miss for an adoption?
A – You may take up to 12 weeks of FMLA leave to bond with your child when adopting.

- 4) **Q** – What is the timeframe in which to add my child to my insurance coverage?
A – You have 60 days from date of birth/adoption to add your child to your insurance plan. This can be done by completing a [State Health Benefits Enrollment Form](#) and submitting it to HR.

- 5) **Q** – What documentation do I need to add my child to my health insurance plan?
A – You will need to bring in a proof of birth letter from the hospital. If coverage is for adoption, a copy of the adoption certification will be needed.

- 6) **Q** – Will I be paid while out on maternity leave?
A – It depends on what sick leave plan you are in as well as how long you have been employed with the university as to what amount of leave you will have to cover your maternity leave. Contact HR at 540-831-5008 and ask for a Benefits Representative for assistance in determining your leave plan.

7) **Q** – I am the spouse and would like to take leave when my spouse delivers/adopts our child; what leave do I have available to use:

A – As the spouse, you are eligible to apply for [Family & Medical Leave Certification for Spouse](#) , which allows you to use one third of your sick leave as well as annual, compensatory leave or annual leave. You may take up to 12 weeks under FMLA as long as your spouse is not an RU employee. If your spouse is an RU employee, then the 12 weeks must be split between you and your spouse.

8) **Q** – How do I know what sick leave plan I am in?

A – Contact HR and ask to speak with a Benefits Representative at 540-831-5008 to determine what sick leave plan you are enrolled in.

9) **Q** – Are there any benefits available through my health insurance for maternity related doctor visits?

A – If you or your spouse has health insurance coverage through the state, you may be eligible to take advantage of the [Healthy Beginnings Program](#). **(You must enroll within the first 16 weeks of pregnancy)**

10) **Q** – Are there lactation rooms available on campus?

A – Yes, there are lactation rooms located in the College of Humanities and Behavioral Sciences room 4805, Human Resources room 221 and Heth room 223.