

NEW BABY CHECKLIST

Thinking about having a baby? Here are some helpful hints to get you started.

USD 232 De Soto School District 35200 W 91st St, De Soto, KS 66018 (913) 667-6200

Director of Human Resources, Elementary
Director of Human Resources, Secondary
HR Specialist, Certified - Long Term Subs
HR Specialist, Classified - FMLA Coordinator
District Payroll Manager
District Benefits Manager

Carrie Handy chandy@usd232.org
Brian Schwanz bschwanz@usd232.org
Leslie Carter lcarter1@usd232.org
Meredith Neill mneill@usd232.org
Gretchen Herron gherron@usd232.org
Gabby Philbrook gphilbrook@usd232.org

___ Notify Human Resources

- ☐ Plan ahead. Download the [Request to Take Leave](#) form from the Intranet.
- ☐ Complete the form and list approximate dates you will need to be off.
- ☐ Email the form to Meredith Neill, at mneill@usd232.org.
- ☐ Within 5 working days, Meredith Neill will let you know which type of leave you are eligible for.
- ☐ Once approval paperwork is received, schedule an appointment with the following individuals:
 - Gretchen Herron - Payroll Manager
 - Gabby Philbrook - Benefits Manager
 - Leslie Carter - HR Specialist for Certified Employees - Long Term Substitutes
 - Meredith Neill - HR Specialist for Classified Employees & FMLA Coordinator

___ Long-Term Substitute

- ☐ Once you are emailed approval paperwork. Leslie Carter will contact you regarding your long-term sub. If you do not have a long-term sub in mind, Leslie will coordinate with Morgan Hunter, your building principal, and you to make sure your sub is set up for success.
- ☐ Unless other arrangements are made, you must leave your district technology (laptop and/or iPad) with your long-term substitute. Human Resources will not arrange for technology for a long-term sub. This is handled at the building level.

___ Payroll Considerations

- ☐ Gretchen Herron will go over your pay with you and what to expect while you are gone.
- ☐ If you will incur a dock in pay, and arrangements were not made at your initial meeting, you need to contact Gretchen, prior to maternity/paternity leave starting to get the pay dock arranged.
- ☐ If your leave starts earlier or later than expected, contact Meredith Neill so arrangements can be made for your pay and long-term sub.
- ☐ The employee is responsible for logging their time off in Skyward Employee Access. This must be done once your maternity/paternity leave has begun.

___ Benefits

- ☐ If you plan to add your newborn to your district health care policy, contact Gabby Philbrook within 30 days of the date of birth.

___ Short-Term Disability

- ☐ Short-term disability is an income replacement benefit that provides a percentage of pre-disability earnings on a weekly basis when employees are out of work on a disability claim.
 - Short-Term Disability Qualifications for Pregnancy:
 - 30 Calendar Day Waiting Period from the date of birth
 - Must exhaust all sick leave before short-term disability will pay
- ☐ Gabby Philbrook will let you know if you qualify.
- ☐ If you qualify for short-term disability, register for an account at SunLife:
<https://www.sunlife.com/us/en/>. Use policy number: 956526 to file your claim.