

THE SCHOOL DISTRICT OF PHILADELPHIA
SCHOOL REFORM COMMISSION
440 N. BROAD STREET, SUITE 134
PHILADELPHIA, PA 19130

EMPLOYEE HEALTH SERVICES

TELEPHONE (215) 400-4660
FAX (215) 400-4661

Maternity/Parental Leave Checklist

- Notify Employee Health Services (EHS) of your pregnancy
- Read procedure letter sent by EHS
- Notify EHS and send medical report if your doctor wants to put you out of work prior to delivery
- Notify your location and enter your absence into the AESOP system - the absence code is (04)
- Notify EHS, your location, Benefits and your union when you deliver.
- If you deliver by c-section, fax verification letter to EHS.
- Obtain, complete and submit SEH-3 absence cards when you stop working until the end of your maternity leave.
- Obtain, complete and submit forms to add your dependent to your health insurance within 30 days of birth.
- Return completed Options form two weeks prior to the end of your maternity leave. (Options form was mailed to you after you notified EHS of the birth)
- Return to work.

For employees who have opted for additional unpaid leave time:

- Notify your location you have opted to take additional leave.
- Send written notification to EHS two weeks prior to return date of intention to return to work or extend the leave.
- Return to work or resign.