



Virtua Health College of
Medicine & Life Sciences
of Rowan University

Maternity Leave Fact Sheet

*This is for employees who meet the FMLA/ NJFLA qualifications.

FMLA provides up to 12 weeks of job-protected leave in a 12-month period if you are qualified. **FMLA is ONLY job protection and NOT wage replacement.**

Maternity:

Qualifications for FMLA (Maternity): For an employee to qualify, they must be employed for at least 1 year and have worked 1250 hours within the past 12 rolling calendar months.

The process to request a leave of absence is now online and can be found using this link: [Leave of Absence Request Form](#)

To start your leave, you must submit both of the following at least 30 days before your leave begins:

- Leave of Absence (LOA) Request Form
- Medical Certification Form (completed by your doctor)

Medical Leave – Job Protected (FMLA)

- **Before birth:** Up to 4 weeks prior to delivery.

* If you choose not to take 4 weeks prior to delivery, you forfeit the 4 weeks.

After birth:

- 6 weeks for vaginal delivery
- 8 weeks for C-section
- **Employees may use:**
 - Earned: Sick, Vacation, Admin and/or Comp time to maintain your pay from Rowan.

- Unearned: Sick Time to maintain your pay from Rowan.
- If you do not have enough time in your banks to maintain your pay, you can apply for state disability.
- Employees have the option to utilize their time or TDI for pay.
- Before using vacation, admin, or comp time, employees must exhaust their sick time.

*** Before you can transition into bonding leave, you are required to provide a note from your provider stating that you are medically cleared as of xx/xx/xx.**

Bonding Leave – Job Protected (NJFLA)

NJFLA provides up to 12 weeks of job-protected family leave in a 24-month period if you are qualified. NJFLA **is job protection only** and NOT wage replacement.

Must be request through leave of absence link: [Leave of Absence Request Form](#)

- Separate leave from Maternity.
- Must submit copy of baby's birth certificate or verification of birth letter.
- Up to 12 weeks for bonding with your child.
- Must be taken prior to one year of birth or placement.
- To care for or bond with a child, as long as the leave begins within 1 year of the child's birth or placement for adoption or foster care
- **Sick time cannot be used during bonding leave.**

Employees may use: (all time must be earned).

- Vacation time
- Administrative time
- Compensatory time
- Or apply for state Family Leave Insurance (FLI).
- All intermittent bonding arrangements require prior supervisor approval and must include a written schedule outlining the agreed-upon times.

