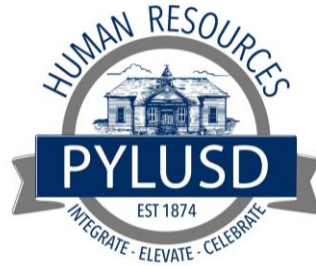


PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT



Maternity Leave/Paternity Leave Check Off List

- Speak with immediate supervisor about plans and tentative dates.
- Speak with Human Resources (HR) about your leave and plans for the school year.
 - Classified employees, Adriana Gjersvold (714) 985-8413 or agjersvold@pylusd.org
 - Certificated and Management, Martha Suarez (714) 985-8412 or msuarez@pylusd.org
- Submit Leave of Absence Form with medical note for maternity leave to HR. If you are only taking Child Bonding Leave, no medical note needed.
- If you pay for an additional disability (American Fidelity or Standard). Contact the vendor directly for claim forms. The payroll department will complete the district section.
- Speak with your site supervisor and secretary about long-term substitute coverage if applicable and any paperwork needed by your site (time exception). The contacts in HR for assistance with substitutes are:
 - Classified employees, Dana Griffiths (714) 985-8409 or dgriffiths@pylusd.org
 - Substitute teachers, Erica Diaz (714) 985-8416 or ediaz@pylusd.org
- Submit to post-partum medical note to HR ending medical leave.