

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT MATERNITY AND CHILD BONDING LEAVE OF ABSENCE QUESTIONS & ANSWERS

Q. How do I begin the process?

A. Your physician will need to provide you with a note placing you off work for pregnancy or childbirth-related medical reasons. The note should state a start date for the medical leave and an estimated amount of time for your leave. You also need to complete the Leave of Absence form located on the district web-page in the Human Resources section. You should provide at least 30 days' notice of the due date and start of the leave, if possible.

Q. How will my sick leave be used and do I need to use all my sick time?

A. From the first day of absence for pregnancy or childbirth-related disability, payroll will begin using your sick leave, even if you haven't had your baby. If you exhaust your sick leave and you have not been released by your physician, you will be issued 100 days of differential (certificated) or half pay (classified) to be used until you are released from medical care. Leave taken for pregnancy and childbirth-related disability counts against any entitlement to leave under FMLA (federal Family and Medical Leave Act).

Q. What happens now that I have no sick leave available for the rest of the school year?

A. If you are sick and you are absent from work, you would be paid differential (certificated) or half pay (classified) if you provide a medical note from a physician. If no note is provided, you will be docked full pay for that day.

Q. Is there additional time I can take after my medical leave is over?

A. Yes, the leave is referred to as Child Bonding/Paid Parental Leave. The state allows employees to use up to 12 workweeks of leave. This leave is optional. If you chose to take this leave, the district will use the balance of your sick leave and then, if you have been employed by the District for at least 12 months, pay differential (certificated) or half pay (classified) for the remainder. Any child bonding, paid parental leave that you take will count against your entitlement under the California Family Rights Act (CFRA), FMLA, and the Education Code.

Q. How do I request the Child Bonding/Paid Parental Leave?

A. The Leave of Absence Form located on the district web-site in the Human Resources section. You can choose to request the leave at the same time you requested your original maternity leave or submit later, preferably 30 days prior to beginning the leave.

Q. Do I need to take the Child Bonding/Paid Parental Leave all at one time?

A. No, the leave is available during the first year of the baby's birth. The leave does need to be taken in two week increments and a plan would need to be provided by the employee with a timeline of time being used. On two occasions you may take the leave for a period shorter than two weeks.

Q. How does it work if I am a foster parent or adopting?

A. If you are beginning the adoption process or fostering a child, the Child Bonding/Paid Parental Leave applies to you. You would receive up to 12 workweeks of leave, beginning on the date the child is placed with you. We would still use your sick leave during that time and pay differential (certificated) or half pay (classified) if you exhaust your sick leave.

Q. What happens after I exhaust all of my sick leave and the 100 days of differential?

A. If you have exhausted all available leaves and are still medically unable to return, you may use your 12 workweeks of child bonding/paid parental leave. Once all available leaves have been exhausted, you will be placed on an unpaid medical lay off for 39 months (24 months if you are a probationary certificated employee). If at any time you are able to return to work within those 39 or 24 months, you must provide the district a release from a physician stating that you are able to perform the essential functions of your position with or without reasonable accommodation. Once released while on the 39 or 24-month list, you can return to a position in the district. If you are a certificated employee, you are not guaranteed your original position or same site, but a position of the same job category and equal quantity of hours. If you are a classified employee, you are guaranteed a position once one becomes available.

Q. Am I able to request two types of leaves at the same time?

A. No, only one leave at a time and one leave granted per school year.

Q. While on pregnancy/childbirth disability or child bonding/paid parental leave, may I save my sick leave and just receive differential or half pay?

A. No. In order to receive differential or half pay, you must exhaust all full-paid sick leave.

Q. I am a classified employee. What about my vacation?

A. You may, but are not required to, use your vacation while disabled by pregnancy or childbirth or for child bonding/paid parental leave.