



“THE STORK PACKAGE”

Oak Grove School District Human Resources

CHILD REARING/PARENTAL LEAVE

Once the baby is born, you have 6 weeks² before you need to return to work. If you decide not to return to work at this time, you may apply for a Child Rearing/Parental Leave.

Assembly Bill 375 & 2393 allows Certificated and Classified employees to take up to 12 weeks parental leave within the first 12 months from the date of birth of their child. It allows employees to use their sick leave and/or differential if needed. If you have exhausted all sick and differential leave you would go in to unpaid status for the remainder of your time off.

Unpaid status means you do not receive a paycheck. Under the Family Leave Act the District will pay for 12 weeks of insurance benefits if you are eligible and if you are returning to work. After that time period, if you wish to continue your insurance benefits, it is your responsibility to pay for them.

Before you make up your mind about your leave, you may wish to contact the Benefits Department, in Business Services, to obtain information regarding the cost of your benefits should you need to pay for them yourself. If you decide not to pay for your benefits during this time, you need to re-enroll as if you were a new employee.

- Step 1: Fill out the Child Rearing/Parental Leave Request Form (3004).
- Step 2: Both you and your supervisor/principal sign.
- Step 3: Send to Debi Rivas-Klem (Certificated), or Yolanda Hernandez (CSEA) or, Elisabeth Navarro (AFSCME), in Human Resources for processing.

Questions about your **insurance benefits** while on leave, please call Carrie Newton, in Business Services, ext. 100231.

Questions about how your leave affects your **paycheck** please call Maureen DiRubio in Certificated Payroll, ext. 100219, or Carin Hmieleski in Classified Payroll, ext. 100218.

If you have **any other questions**, please call Debi Rivas-Klem, ext. 100282 or Yolanda Hernandez, ext. 100286.

Cautionary Note: *Six weeks after the baby is born, or 8 weeks depending on delivery, you will need to return to work. If you choose to stay home, you need to fill out the Child Rearing/Parental Leave Form prior to your original date of return.*

² In the case of a cesarean section the 6 weeks are usually extended to 8 weeks. The time frame of your disability is determined by your doctor’s assessment of your ability to return to work.