



## Frequently Asked Questions (FAQs) Child Bonding/Parental Leave – CLASSIFIED EMPLOYEES

### **1. What is "parental leave"?**

As defined in AB 2393, "leave for reason of the birth of a child of the employee, or the placement of a child with an employee in connection with the adoption or foster care of the child by the employee." This leave is commonly referred to as "bonding leave".

### **3. Which employees are eligible for AB 2393 parental leave benefits?**

AB 2393 applies to eligible certificated and classified employees (excludes exempt and substitute employees) of school districts. In order to be eligible for parental leave under the Education Code, you must have been employed by PVSD for 12 months (there is no minimum number of hours you need to work).

### **4. How do I determine if I have met the 12-month eligibility requirement?**

Under CFRA regulations, to be eligible for bonding leave you must have worked for the district for at least 12 months. For instance, if a first year probationary employee is employed on September 1 of year one, he/she would become eligible on September 1 of year two even if he/she did not work over the summer break.

### **5. How much bonding or parental leave am I entitled to as an eligible employee?**

Under the CFRA regulations, you are entitled to 12 workweeks of bonding leave to be utilized during the first year following the birth or placement of a child with the parent through foster care or adoption. Twelve workweeks means the equivalent of 12 of your normally scheduled workweeks. If, for example, you normally work three days per week, then you would be entitled to 12 3-day workweeks of leave. AB 2393 clarifies that employees are only entitled to one 12-workweek period of parental leave in any 12-month period.

### **6. What if both parents work for the district?**

Where both parents are employees of PVSD, the District will limit the period of bonding leave to 12 total workweeks to be shared between the two parents.

### **7. Will I receive pay while on bonding leave?**

You must first exhaust all available accrued sick leave, and continue to be absent from your duties on account of parental leave. Once your accrued sick leave is exhausted, you may receive 50% of your normal pay for the remainder of the 12 workweeks. For example, if you use seven weeks of accrued sick leave at the beginning of your bonding leave --- assuming this exhausts all such available leave --- you are then eligible to receive 50% of your regular pay for the remaining balance of the 12-week period. Any employee who elects not to exhaust his/her accrued sick leave during the parental leave is ineligible for and cannot access the 50% differential pay benefit.

### **8. What benefits will I receive while I'm on child bonding/parental leave?**

While out on parental leave, you are entitled to receive any applicable health benefits you were receiving immediately before the commencement of the leave. You are still required to pay your regular contribution while on parental leave.

**9. What if I have exhausted my 100 days of Extended Sick Leave prior to going on leave?**

If you have already exhausted your 100 days of extended sick leave for a personal injury or illness, including a leave for pregnancy disability, you are nevertheless entitled to up to 12 workweeks of 50% differential pay for bonding purposes.

**10. What if I do not use the entire 12 workweeks of parental leave in one school year?**

AB 2393 clarifies that you are only entitled to one 12-workweek differential pay period during any 12-month period. However, this leave may be utilized anytime during the year following birth or placement of a child and may be split over two school years if it has not been exhausted in accordance with the CFRA limitations discussed in Question 11 below. For instance, if a child is placed with you on May 1 of year one and you use six weeks of bonding leave during that year, you will have six remaining weeks to use before May 1 of year two.

**11. Can parental leave benefits be used intermittently, or must they be used in one continuous period?**

A bonding leave does not have to be taken in one continuous period of time, subject to some limitations. Under CFRA regulations, the minimum duration of the leave shall be two weeks, except that employers must grant a request for a leave of less than two weeks' duration on any two occasions. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

CFRA regulations provide that, under certain circumstances, an employee who has been granted an intermittent or reduced schedule leave for bonding purposes may be required to transfer temporarily to an available alternative position. Any such transfer must comply with applicable Merit Rules, collective bargaining agreements, law, and district policy.

**12. How do I request time off for bonding/parental leave?**

Submit the Request for Medical or Other Leave form to your supervisor or Classified Human Resources. A copy of the birth record/certificate or foster/adoption paperwork may be required.

**13. Who do I call if I still have questions regarding Bonding/Parental leave?**

Please contact the Classified Human Resources Department at (805) 445-8663, or visit us at the PVSD District Office, 600 Temple Avenue, Camarillo, CA 93010.