

Leave of Absence Informational Workshop for Medical Leave of Absence

Welcome! This presentation will cover the following topics:

- Leave of Absence as a Caregiver
- Medical Leave
- Maternity/Parental Leave

Our goal is to make your leave of absence as stress free as possible to allow you time to take care of yourself and your family, heal and recover.

Caregivers Leave of Absence Request Process

Contact the Leaves Technician **925-426-4327** to tell them you need to take a leave of absence as a caregiver. You will be provided with the following:

Leave of Absence Request Form

Attach the FMLA/CFRA Certification of Health Care Provider or Work Status forms to the Leave of Absence Request or email to Leaves Technician

FMLA/CFRA Certification of Health Care Provider

For Kaiser Permanente: Bring the original form to the Business Office at Kaiser and in about 1 week, they will provide you with a printout of the form which is acceptable.

You will receive a letter outlining your leave entitlements and rights to document your leave, finalized calendar and payroll notice once your leave is approved

Caregivers Leave of Absence Request Process

Caregivers Leave of Absence

- Certificated and Classified Employees: You can use $\frac{1}{2}$ of your yearly sick leave grant, and your personal necessity leave if you have it available.
- Classified Employees: If you have additional vacation time that is not used for Winter and Spring Break, floating holiday and birthday holiday you can use them to stay in full paid status.
- Certificated and Classified: Once your sick leave and/or vacation leave is exhausted, you will be in unpaid status.

Leave of Absence Request Process

Contact the **Leaves Technician 426-4327** to tell them you need to take a medical leave of absence. You will be provided with the following:

1. **Leave of Absence Request Form**

Attach your Work Status Form from your healthcare provider showing the date you will begin your leave (*Certification of Health Care Provider and Work Status forms can be attached to the Leave of Absence Request or emailed to Leaves Technician-Leaves.*)

2. **Certification of Health Care Provider** *For Employee's Serious Health Condition*

For Kaiser Permanente: Bring the original form (4 pages) you were given to the Business Office at Kaiser and in about 1 week, they will provide you with a printout of the form which is acceptable.

3. **Estimated calendar** showing the use of the different types of leave.

4. You will receive a letter outlining your leave entitlements and rights to document your leave, finalized calendar and payroll notice once your leave is approved

- **Certificated Employee**, if applicable, make sure you notify either American Fidelity or the Standard Company of your Medical Leave as you may be entitled to a monetary benefit. To obtain additional information or file your claim, please call American Fidelity 800-662-1113 or go to www.americanfidelity.com/claims or The Standard 1-800-522-0406. The Leaves Technician-Leaves will directly upload the employer claim form to American Fidelity.
- **Classified Employee**: you need to contact American Fidelity directly at 800-818-3453 or go to www.americanfidelity.com/claims and file your claim online for your Medical Leave. The Leaves Technician-Leaves will directly upload the employer claim form to American Fidelity.

- **California Family Rights Act (CFRA):** State law that allows employees to take up to 12 weeks of paid (using any accrued leaves) or unpaid leave of absence for various family and medical reasons. Worked 12 months for PUSD and 1250 hours prior to leave.
- **Family and Medical Leave Act (FMLA):** Federal law that allows employees to take up to 12 weeks of unpaid leave of absence for specific medical and family reasons without the risk of losing your job. Worked 12 months for PUSD and 1250 hours prior to leave.
- **Medical Leave of Absence:** Sick leave is used first and once exhausted remaining leave is substitute differential. Substitute differential will not exceed 100 days..
- **Extended Leave of Absence for Health:** Employees can request a 1 year unpaid leave.

CFRA & FMLA run concurrently (12 weeks)

Medical Leave of Absence (5 months)

FMLA: 12 weeks

- **California Family Rights Act (CFRA):** State law that allows employees to take up to 12 weeks of paid (using any accrued leaves) or unpaid leave of absence for various family and medical reasons. Worked 12 months for PUSD and 1250 hours prior to leave.
- **Family and Medical Leave Act (FMLA):** Federal law that allows employees to take up to 12 weeks of unpaid leave of absence for specific medical and family reasons without the risk of losing your job. Worked 12 months for PUSD and 1250 hours prior to leave.
- **Medical Leave of Absence:** Sick leave is used first and once exhausted remaining leave is substitute differential. Leave will not exceed 5 months..
- **Extended Leave of Absence for Health:** Employees can request an additional 6 months leave.

CFRA & FMLA run concurrently (12 weeks)

Medical Leave of Absence (100 days)

FMLA: 12 weeks

Leave of Absence Request Process for both the **Birthing** and **Non- Birthing** parent

60-90 Days Before Due Date:

Contact the **Leaves Technician 426-4327** to tell them you are expecting a baby and schedule an appointment to review your leave options.

You will be provided with the following:

- [Leave of Absence Request Form](#) *Please include due date on form.*
- [Certification of Health Care Provider](#) *Please print for your doctor.*
- **Estimated calendar** showing the use of the different types of leave.

Leave of Absence request process for the **Birthing Parent**

45 Days Before Your Due Date:

Follow up with the Leaves Technician 426-4327 to confirm your first day of leave and have the following forms completed:

1. [Leave of Absence Request Form](#)
2. [Certification of Health Care Provider](#) *For Employee's Serious Health Condition*

For Kaiser Permanente: Bring the original form (4 pages) you were given to the Business Office at Kaiser and in about 1 week, they will provide you with a printout of the form which is acceptable.

1. **Work Status Form** from your health care provider showing the date you will begin your leave

(Certification of Health Care Provider and Work Status forms can be attached to the Leave of Absence Request or emailed to Leaves Technician-Leaves.)

You will then receive a letter from the Leaves Technician outlining your leave entitlements and rights to document your leave, finalized calendar and payroll notice.

Information needed from the Birthing Parent

- After the birth, send a copy of the Verification of Birth (provided by the hospital) and inform the Leaves Technician of the type of birth. Any needed changes will be made to your Leave of Absence calendar.
- After your first post-delivery appointment with your OBGYN ask for a note to document any changes to the ending dates of your Pregnancy Disability period. Send that to the Leaves Technician as soon as possible so that your leave will be appropriately counted.
- If you have **not** already requested Parental Leave, you will need to complete a **new** [Leave of Absence Request form](#).

How much time can I take off as the Birthing Parent?

Pregnancy Disability Period

Part 1:

Pre-Delivery Time Off: Generally the “gold standard” disability timeline for most OB GYNs is 4 weeks of time off before your baby’s due date.*

Part 2:

Post-Deliver Time Off: Generally the “gold standard” disability timeline for most OB GYN's is 6 weeks of time off after a normal delivery or 8 weeks of time off after a cesarean section delivery.*

*This time period is subject to change based on your health care provider’s recommendation.

Leave of Absence request process for the **Non-Birthing Parent**

45 Days Before Due Date:

Follow up with the Leaves Technician (925-426-4327) to confirm your first day of leave and have the following forms completed.

- **Leave of Absence Request Form**
- **[Certification of Health Care Provider](#) as a caregiver attached to the Leave of Absence Request Form or email to Leaves Technician**

Note: If you are seeing a Kaiser Permanente health care provider, bring the original form (4 pages) you were given to the Business Office at Kaiser and in about 1 week, they will provide you with a printout of the form which is acceptable.

You will then receive a letter from the Leaves Technician outlining your leave entitlements and rights to document your leave, finalized calendar and payroll notice.

Information needed from the Non-Birthing Parent

- After the birth, send a copy of the **Verification of Birth** (provided by the hospital) **or** copy of the **Birth Certificate** to the Leaves Technician via email to pusdleaves@pleasantonusd.net

Any changes in the start date will be updated to your Leave of Absence calendar and a copy emailed to you.



How much time can I take off as the Non-Birthing Parent?

As the non-birthing parent your leave will start at the birth of your child. You are entitled to the following , if you meet the eligibility requirements:

- **FMLA and CFRA** if you have worked for the employer for **1 year** and have worked at least **1250** hours the 12 months prior to the start of your leave.
- **Parental Leave** if you have work for the employer for **1 year**

FAQ'S

- **What is considered Medical Leave?** Medical leave is for your own serious medical condition that your doctor has taken you off work.
- **Who determines the amount of time taken?** You and your doctor determine when you leave starts and ends.
- **How do I get paid?** For certificated employees, your sick leave will be used and once your sick leave is exhausted, you will be in substitute differential paid leave, which means you will be deducted \$175 a day. For classified employees, your sick leave, additional earned vacation and any other earned or accrued leaves will be used, then if a substitute covers your absences you will be deducted your range, step 1.
- **Do I get disability pay through the state?** As a PUSD employee you do not pay into State Disability. If you enrolled in Income Protection through American Fidelity or The Standard, you can file a claim with them. You need to contact them regarding your pay reimbursement.
- **How much do I have to work to move on the pay scale as a certificated employee?** You must work 75% of the school year which is 135 days. Of that 135 days you must work 101.25 days in the classroom and your paid leave of absence can count for the remaining days.

FAQ'S

- **What is considered Maternity Leave?** Maternity Leave (AKA: Pregnancy Disability Leave) is the time the birthing parent is off work pre-delivery and post-delivery.
- **Who determines the amount of time taken?** You and your doctor determine when you leave starts and ends. The norm is 4 weeks pre and 6 to 8 weeks post.
- **How do I get paid?** Your Maternity Leave is considered a medical leave. Your sick leave will be used to keep you in full paid status. Once your sick leave is exhausted, you will be in substitute differential paid leave, which means you will be deducted \$175 a day.
- **Do I get disability pay through the state?** As a PUSD employee you do not pay into State Disability. If you enrolled in Income Protection through American Fidelity or The Standard, you can file a claim with them. You need to contact them regarding your pay reimbursement.
- **How much do I have to work to move on the pay scale?** You must work 75% of the school year which is 135 days. Of that 135 days you must work 101.25 days in the classroom and your paid leave of absence can count for the remaining days.

THANK YOU!!

Questions?

Thank you for coming and if you think of any questions, please feel free to call Lisa Hansen at 925-426-4327 or email pusdleaves@pleasantonusd.net.

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