



# North Monterey County Unified School District

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13994 Castroville Blvd.  
Castroville, CA 95012  
Phone: (831) 633-3343  
[www.nmcusd.org](http://www.nmcusd.org)

## Pregnancy Leave Planning Timeline & Information

Welcoming a new child, whether it be for the birth of a new baby or placement of a child through adoption or foster care, is one of the most wonderful occasions of your life. We want to be among the first to say congratulations on this momentous life-event and all of our best wishes for you and your growing family!

We know that families thrive when parents and care-givers are provided the opportunity to foster a relationship with a new child without the interruption of daily work commitments. That's why an eligible employee who is a new parent or foster care-giver is entitled by federal and state law, as well as District policy, to take a leave of absence from work to bond with their new child.

### Time away from work:

Please be sure to confirm that your absence is recorded in Frontline anytime you are absent from your position for any reason.

### Pregnancy Disability period:

These are the two periods of time (before and after delivery) that you may be considered "disabled" due to pregnancy and childbirth. The time you are off both pre-delivery and post-delivery will vary and is based on your health care provider's recommendation. Generally, the disability timeline post-delivery is 6 weeks of time off after a normal delivery or 8 weeks of time off after a cesarean section delivery. You will be utilizing your sick leave during this time.

### 60-90 days before your due date:

Contact the Human Resources Department to inform us that you are expecting a baby. You should schedule an appointment to go over all of your leave options.

### 30 days before your due date:

Follow up with the Human Resources Department to confirm your first day of disability and to return the completed Work Status from your health care provider showing the date you will begin your Disability Leave. Don't forget to notify American Fidelity of your Pregnancy Disability leave, if applicable, as you may be entitled to a monetary benefit.



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## At your first post-delivery appointment with your OB-GYN:

Ask your OB-GYN for a note to document the starting and ending date of your Pregnancy Disability period. Be sure to send that to the Human Resources Department as soon as possible.

## Parental Leave:

After your pregnancy disability period ends (and you have provided a note from your health care provider), you can apply to take Parental Leave, often referred to as Baby-Bonding Leave. You must have worked for our District for 12 months in order to qualify. This law provides for 12 weeks of paid time off to bond with your child and must be taken within 12 months of the birth of your baby. You can take all or some of this leave. The minimum amount of time you may take at one time is 2 weeks. The law states that all of your sick time must be used first and any remaining time after that will be paid at no less than 50% of your salary. Fathers are eligible to use this leave as well. You will need to submit the completed [Extended Leave of Absence Request form](#) (click on the link) indicating Baby-Bonding Leave as the reason for the request.

## Unpaid Leave:

If you wish to take additional time off after using all of the Parental Leave, you may request additional unpaid time off. You will need to submit the completed [Extended Leave of Absence Request form](#) (click on the link).

## Stay in Touch:

Keep your administrator and Human Resources informed of any changes in your return to work date, extensions of leave, or other leaves commencing immediately following the end of your current leave.

## Returning from Leave:

Plan on meeting with your administrator or supervisor upon returning to work to catch up on what occurred during your absence such as the status of any workload/projects, changes in policies/procedures, and new or revised assignments.

## Mandatory Training:

Complete all mandatory training as soon as possible after returning to work, if applicable. Talk with your administrator or supervisor for more information.

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30 days after the birth of your baby:

Contact CVT to make sure your new baby is covered under the District sponsored health plan, if applicable.

Our goal is to make the time with your baby a memorable one for both of you! Please partner with us to make that happen for you and your new baby!

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