



Maternity and Paternity Leave for Classified Employees

Congratulations! We look forward to helping you navigate your leave.

Next Steps

Notify HR-Leaves@fcusd.org of your need for leave at least 60 days before your leave begins and provide an estimated due date, our team will contact you to set up a phone meeting to go over details.

How to Request a Leave of Absence

Please submit a leave request through [TalentEd Records](#) at least 30 days prior to your leave's start date.

Pregnancy-related Disability Leave Pregnancy Disability Leave (PDL) and FMLA

Your period of **Pregnancy Disability Leave (PDL)** is determined by your doctor; the District will request a medical certification to confirm this period. Typically, this leave begins 30 days before your due date. Following the birth, recovery is commonly six (6) weeks for normal delivery or eight (8) weeks for C-section. While on PDL, your accumulated sick leave will be applied. If you do not have accumulated sick leave available, you will be paid at the substitute differential rate.

- FCUSD does not participate in the State Disability Insurance (SDI) program.
- Benefit-eligible Classified staff may apply for Short-Term Disability (STD) Insurance through [UNUM](#).
 - o [UNUM STD Insurance Coverage Highlights](#)
 - o [Register and File a STD Claim Online](#)

Child-Bonding Leave (Education Code 45196.1, CFRA, FMLA)

Following the birth, adoption or foster placement of a child, eligible employees may elect to take up to 12 weeks of child bonding leave under the **California Family Rights Act (CFRA) or FMLA**.

- **CFRA and Ed Code** bonding leave eligibility requirement: at least one year of service with FCUSD
- For mothers, CFRA bonding leave may begin after you are released from PDL by your doctor.
- During such time, you may choose to be unpaid or apply your accumulated sick leave. If you choose to apply your sick leave and it is exhausted, you will be paid no less than 50% of your gross wages during bonding leave.
- Only workweeks are counted in the twelve (12) weeks.
- CFRA bonding leave can be taken as a continuous block of time, or intermittently with prior approval. The basic minimum duration for bonding leave under the CFRA is two

(2) weeks, however, the District shall grant a request for bonding leave of less than two (2) weeks' duration on any two occasions.

Unpaid Leave CSEA 12.12. Family and Medical Leave

You may request additional leave beyond the available protected PDL/FMLA/CFRA/Ed Code leave entitlements per CSEA 12.12.

- Please request this leave no later than 30 days prior to leave beginning.
- Sick leave does not accrue while in unpaid status. If you reach an unpaid status, any unearned sick leave credits will be retracted.
- CalPERS contributions do not continue when you are in unpaid status. Please contact [CalPERS](#) for more information on your retirement service credit.

Benefits

Please contact the [Benefits](#) Department for arrangement of your benefits. Under PDL/FMLA/CFRA leave, the District will maintain its normal contribution to your health and welfare benefits.

During an unpaid and unprotected leave of absence, the District shall cease paying health and welfare insurance benefits. If you wish to continue medical, dental, vision, or life insurance coverage during your unpaid, unprotected leave, please make arrangements with the Benefits Office. You will be required to pay the full monthly premium.

Special Note: You have thirty (30) days from the birth of your newborn to add her/him to your medical plan.

Returning from Leave

- If you took PDL or FMLA leave, you must submit a medical release note prior to your return to work.
- You will be reinstated to the same (or comparable) position held when your leave began.