



LONG BEACH

UNIFIED • SCHOOL • DISTRICT

Pregnancy Leaves with LBUSD

Pregnancy Disability Leave (PDL) covers time when an employee is unable to work (as certified by the health care provider) due to pregnancy, childbirth, or related condition(s). PDL does not cover time off to bond with a newborn; it covers only the mother's disability from work. It can be a maximum of 4 months. The typical time requested is up to 4 weeks before birth, and 6-8 weeks after birth for recovery. Accumulated sick and vacation balances apply to the period of disability. If the accumulated balance does not cover the full period of disability, then the employee will receive half pay. District-paid health benefits are provided for the duration of approved PDL.

1. [Request for Absence Due to Pregnancy Leave Google Form](#)- Please complete the google form. You will upload your doctor's note or the Absence Due to Maternity Form directly to the form. **Handled by Physician Services.**

[Absence due to Maternity Form \(PDL\)](#)– You will complete the employee section and then have your physician complete the next section. When your physician places you off of work before your delivery you will turn this into your site secretary OR whoever does your payroll. **Handled by Site/Payroll**

2. [Return to Work from PDL Form](#) – This is needed in order to be cleared to return to work, please complete the employee section and have your physician complete the second part or you may write in, "See attached" and attach your physician's clearance once you have it available. Please submit this to your site secretary or whoever does your payroll. If you are planning to take Parental Leave (Baby bonding), you will need to include this document with your Parental Leave request. **Handled by Site/Payroll**

3. [Certificated Parental Leave Form](#) or [Classified Parental Leave Form](#)

If you plan to take Parental Leave (Baby bonding), please complete this Google form and attach the Return to Work from PDL form to your request. Parental Leave is up to 12 weeks of leave for the reason of the birth of an employee's child. Employees have one year from the child's birth to use the leave. The 12 weeks may be requested in full, or split up into increments of two weeks or more. The employee may use Parental Leave in increments of less than two weeks up to two times. Any available leave under the Family Medical Leave Act (FMLA) and child bonding leave under the California Family Rights Act (CFRA) run concurrently with Parental Leave. An employee who chooses to take Parental Leave must use available sick leave for a maximum of 12 workweeks. Employees will utilize sick leave until it is exhausted, and then they will receive parental half pay for the remainder of the 12 weeks. Employees must have been employed by the District for at least one year to qualify for parental leave. **Handled by HRS**

4. [Insurance for your dependent](#) - Please make sure to contact Risk Management within 30 days of birth or adoption to add the child onto the insurance. Birth verifications from the hospital can be used to establish eligibility. For more questions please call Risk Management @ 562-997-8234 OR 866-844-9744 **Handled by Risk Management**