

Maternity & Paternity Leaves

Congratulations!

We will help you plan for the arrival of your baby and provide a customized outline of your leave.

**This presentation is a basic outline.
Please see Certificated or Classified resources for specific information*



60+ DAYS BEFORE YOUR LEAVE STARTS

1

Notify the Leaves Department of your need for leave and provide an approximate due date.

2

Our team will contact you to discuss what leave is available, and help you determine your plan. A phone meeting (approximately 15-30 minutes) is recommended.

Your Leaves Technician will provide:

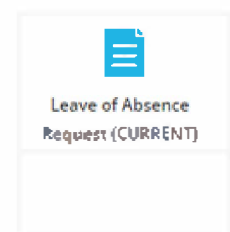
- Your eligibility for Pregnancy Disability Leave, Family & Medical Leave Act (FMLA), and CA Family Rights Act (CFRA) parental bonding leave
- Medical certification form
- Leave balances
- Estimated calendar

POL/MCA 02/25/24 to approx. 05/24/24
CFRA: 12 weeks available through 03/31/25
SICK LEAVE
DIFFERENTIAL LEAVE

3

Submit your leave request in TalentEd Records no less than 30 days before your leave start date

Available Forms> Leave of Absence Request



30 DAYS BEFORE YOUR LEAVE STARTS

4

Submit a medical note specifying the first day of your pregnancy-related disability

1. Your Leave Technician will provide an updated calendar (if any changes are necessary) and update your leave designation letter
2. HR will confirm the dates of your leave with your supervisor and enter your absences in Frontline

If you are enrolled in a disability program, contact the provider to file a disability claim.



AFTER YOUR BABY ARRIVES

5

*After your baby is born, **provide post-delivery medical note specifying when you are released from pregnancy-disability leave.***

Provide a verification of birth (this can be reflected in your post-delivery medical release note, or be submitted as a separate document)



Your Leaves Technician will update your leave calendar if necessary.

Benefits: You have 30 days after your baby is born to contact the Benefits department to add your baby to your medical plan

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.

Pre-delivery time off:

Typically, this leave begins 30 days before your due date.

Post-delivery time off:

Following the birth, recovery is commonly six (6) weeks for vaginal delivery or eight (8) weeks for C-section.

While on PDL, your accumulated sick leave shall be applied.

If you do not have accumulated sick leave available, you will be paid at the differential rate.

If you are enrolled in a **disability program, file a claim.*



CHILD BONDING LEAVE *(Ed Code, 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), FMLA, or 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 bonding leave, your sick leave shall be applied. If sick leave 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.** 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.



Thank you for reading!
Please contact HR to start planning your leave.