

## **Pregnancy Disability Leave / Child Bonding Leave Guidelines Certificated Employees**

In accordance with the bargaining unit contract, an expectant employee shall file with Human Resources a statement from a physician indicating the estimated date of delivery and that the employee is in good health and may continue their assigned duties. This statement must be filed by the fourth month of pregnancy.

Absences related to the pregnancy before the date of birth and through the disability period following the birth must be reported as sick leave. A physician's note, stating the beginning and ending dates of the disability period must be provided to Human Resources.

If sick leave is exhausted during the disability period, the employee will receive the difference between their regular salary and the substitute's salary, or the salary a substitute would have received if one had been hired. If the salary of the substitute is greater than that of the employee, the employee shall receive no salary.

At the end of the disability period, the employee must either return to their assigned duties or request a Child Bonding leave of absence pursuant to AB 2393 under the California Family Rights Act (CFRA). To be eligible for this leave, an employee must have worked the previous 12 months. This leave is also available to certificated employees upon the birth of employee's child or adoption of a child by employee or placement of a foster child.

Child Bonding Leave entitles the employee to up to 12 workweeks of leave within the first 12 months following the birth or placement of the child. During this time all available sick leave will be used first (employee can choose to hold back 5 days) and then the employee will receive differential pay (see description above) or 50% of regular salary whichever is greater. In the case of both parents working for the school district they will have a combined total of 14 workweeks within the first 12 months.

During the Child Bonding leave, the district will continue to pay the employee's benefits at the same ratio as when the employee was on active assignment. The employee is responsible for their portion of the benefits.

Child Bonding Leave must be submitted by written request to Human Resources, 6 weeks in advance where possible. Minimum duration is two weeks. The employee is responsible for having lesson plans in place before any leave.

At the end of all Child Bonding Leave, the employee is expected to return to active assignment. If the employee does not want to return to their assignment following Child Bonding leave, they may request a Personal or Child Rearing leave of absence. These leaves are unpaid and the employee is responsible for paying the full premiums for any health benefits they wish to continue.

Please note that you have 30 days from the date of the baby's birth to add the child to your insurance benefits.