

Pregnancy Disability Leave / Child Bonding Leave Guidelines Classified Employees

In accordance with the bargaining unit contract, an expectant employee shall file with the Human Services Division a statement from her physician indicating the estimated date of delivery and that the employee is in good health and may continue her 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 must be reported as sick leave. It is the employee's responsibility to file for State Disability Insurance through her physician. **A physician's note, stating the beginning and ending dates of the disability period must be provided to the Human Services Division.**

During the disability period, any accrued sick and annual leave will be coordinated with State Disability Insurance payments until such accrued leave is exhausted, or until the disability period ends. After an employee has exhausted all sick leave and annual leave, the employee will receive differential pay which is his/her salary minus Step A of his/her salary Range (if a sub is used), for the balance of the disability period.

During the sick leave/disability period the district will continue to pay the employee's benefits at the same ratio as when the employee was on active assignment.

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 classified 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 their salary, whichever is greater.

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.

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.