Congratulations! Are you wondering what your leave options are and how to make the arrangements? You are in the right place to find out all about how to utilize maternity leave. We will assist you with the paperwork and map out a plan that works best for you and your family!
How do I take a leave of absence?

- Complete a “Request for Leave of Absence” form, sign and obtain a signature of acknowledgement from your administrator.

- Provide a doctor’s note indicating your:
  - Stop work date
  - Estimated due date
Complete a “Request for Leave of Absence” Form

<table>
<thead>
<tr>
<th>BEREAVEMENT LEAVE (EL)</th>
<th>JURY DUTY (JD)</th>
<th>PERSONAL Necessity (PN)</th>
<th>OTHER Leave (OL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship</td>
<td></td>
<td>Maximum of 10 days of accrued sick leave allowable per school year Specify</td>
<td></td>
</tr>
</tbody>
</table>

Death of immediate family. (See reverse for definition of immediate family.)

<table>
<thead>
<tr>
<th>MEdICAL LEAVES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Serious Health Condition</td>
</tr>
<tr>
<td>Pregnancy Disability (MLP/PD/FMLA)</td>
</tr>
</tbody>
</table>

Medical leaves require doctor’s certification. Sick leave and/or disability coverage will be used.

It is the District’s policy to not paid sick leave, vacation and comp time concurrently.

<table>
<thead>
<tr>
<th>Child Rearing</th>
</tr>
</thead>
<tbody>
<tr>
<td>FMLA/CFRA</td>
</tr>
<tr>
<td>Parent</td>
</tr>
<tr>
<td>Certification of Health Care Provider for Employee Health Condition required. Certification of domestic partnership required.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VARIOUS LEAVES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Term</td>
</tr>
<tr>
<td>Yes – FMLA Benefits</td>
</tr>
<tr>
<td>Working</td>
</tr>
<tr>
<td>District paid benefits provided during approved FMLA unpaid leave are contingent upon employee returning to work at the end of leave. Otherwise, employee will be billed the costs of the benefits.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STRS Reduced Workload</th>
<th>Paid Family Leave (PFL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working</td>
<td>%</td>
</tr>
<tr>
<td>Attach STRS Reduced Workload Questionnaire.</td>
<td>Must pay into State Disability Insurance (SDI).</td>
</tr>
</tbody>
</table>

Signature of Employee | Date |
Signature of Principal Supervisor | Date |

FOR HUMAN RESOURCES USE ONLY

Authorizing Signature | Date | # of accumulated sick leave days |
Approved | Disapproved | Declined | # of Personal Necessity Days used this year |
How much time can I plan to take off from work?

- The time you may take off is driven by the note you obtained from your doctor.

- Typically, a doctor may define your stop work date 30 days prior to your estimated due date.

- You may take 6 weeks of leave after delivery, 8 weeks for a cesarean-section delivery.

- This time is counted from the date the baby is born.

As we know, babies have a mind of their own... plans can be changed!
So...let’s look at your custom maternity leave calendar
<table>
<thead>
<tr>
<th>Tran R</th>
<th>Absence L</th>
<th>Units U</th>
<th>Units B</th>
<th>Start Date</th>
<th>End Date</th>
<th>Entry Date</th>
<th>Last Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>0621</td>
<td>V</td>
<td>27</td>
<td>H</td>
<td>10/25/11</td>
<td>10/25/11</td>
<td>11/07/11</td>
<td>00/00/00</td>
</tr>
<tr>
<td>0619</td>
<td>A2</td>
<td>27</td>
<td>-15.33 H</td>
<td>10/01/11</td>
<td>10/31/11</td>
<td>11/01/11</td>
<td>00/00/00</td>
</tr>
<tr>
<td>0617</td>
<td>SICK L</td>
<td>27</td>
<td>3.50 H</td>
<td>09/30/11</td>
<td>09/30/11</td>
<td>10/06/11</td>
<td>00/00/00</td>
</tr>
<tr>
<td>0616</td>
<td>V</td>
<td>27</td>
<td>3.50 H</td>
<td>09/20/11</td>
<td>09/20/11</td>
<td>10/06/11</td>
<td>00/00/00</td>
</tr>
<tr>
<td>0615</td>
<td>V</td>
<td>27</td>
<td>2.50 H</td>
<td>09/19/11</td>
<td>09/19/11</td>
<td>10/06/11</td>
<td>00/00/00</td>
</tr>
<tr>
<td>0618</td>
<td>A2</td>
<td>27</td>
<td>-15.33 H</td>
<td>09/01/11</td>
<td>09/30/11</td>
<td>10/06/11</td>
<td>00/00/00</td>
</tr>
<tr>
<td>0614</td>
<td>V</td>
<td>27</td>
<td>8.00 H</td>
<td>08/29/11</td>
<td>08/29/11</td>
<td>09/07/11</td>
<td>00/00/00</td>
</tr>
<tr>
<td>0613</td>
<td>V</td>
<td>27</td>
<td>8.00 H</td>
<td>08/26/11</td>
<td>08/26/11</td>
<td>09/07/11</td>
<td>00/00/00</td>
</tr>
</tbody>
</table>

Total: 8.00 Hours/Day

Balances: 1. SICK L 472.00 2. VACATION 422.62

÷ hours worked each day = total days
What is 100 day differential?

Let’s say you have exhausted all sick leave and/or vacation, but your doctor keeps you off work for medical reasons.

• 100 Day Count begins the first day your pay is docked.

• Certificated employees follow the docking schedule below:

<table>
<thead>
<tr>
<th>Certificated Employees</th>
<th>Docking Rates Effective 7/1/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1 - 20</td>
<td>$135/day</td>
</tr>
<tr>
<td>Day 21+</td>
<td>$175/day</td>
</tr>
</tbody>
</table>

• CSEA members are docked at 50% and all other Classified and EG Team members are docked at Step 1 of their classification.

• If you cannot return to work by the time you reach 100 days, you may be placed on the 39-month medical rehire list until a doctor note is received returning you to full duty.
How can I supplement my income?

Disability Insurance

- Certificated:
  - Standard Insurance

- Classified:
  - State Disability Insurance (SDI)
How can I extend time off?

Certificated & Classified

1. Doctor’s note to extend Medical Leave
2. Request Vacation through your site or department if you have vacation accrued
3. Baby Bonding – 12 weeks of paid differential
4. Request UNPAID Child Rearing Leave
   - May file for Paid Family Leave (PFL) through EDD and receive 50-55% of your pay for 6 weeks
BABY BONDING

- Provides up to 12 weeks of paid differential
- May be taken in 12 consecutive weeks or in a minimum of 2 week increments
- Does not affect accrued sick leave
- Health benefits remain intact utilizing FMLA
- Must complete leave by baby’s first birthday
- Complete Leave of Absence Form

Certificated & Classified
I want to stay home and bond with my baby!

**UNPAID Child Rearing Leave**

**To Do**
- Notify HR at least 30 Days Prior to Start Date
- Leave of Absence Form

**You’ll Receive**
- Unpaid Leave Notification
- Approved LOA Form
FMLA (Family Medical Leave Act)

- Federal Regulation
  - Personal serious health condition
  - Child rearing newborn / newly adopted
  - Spouse, Registered Domestic Partner, Parent
What about Dads?

- **Personal Necessity**
  - 7 Days / Classified
  - 10 Days / Certificated

- **Parental Leave**
  - 4 Days / Certificated

- **Baby Bonding**
  - 12 weeks paid differential - In conjunction with FMLA

- **Paid Family Leave**
  - Pay Into SDI
  - EGUSD Unpaid
Lactation Accommodation

The district shall provide a reasonable amount of break time to accommodate an employee each time she has a need to express breast milk for her infant child.

Please contact your supervisor prior to requesting lactation accommodation to ensure a comfortable location.
What to do after baby is born?

- Call Standard Insurance at 1-800-522-0406, if applicable
- Go to payroll with 60 days of delivery to enroll your baby on your insurance plan
- Call Human Resources – Last names ending in
  - (A-D) Lorena Santos-Whitehead at (916) 793-2768 or lsantosw@egusd.net
  - (E-J) Stacy Freitas at (916) 793-2766 or slfreita@egusd.net
  - (K-P) Jen Thoele at (916) 793-2767 or jthoele@egusd.net
  - (Q-Z) Kelly McCormick at (916) 793-2769 or kmccormi@egusd.net

- Inform us of date of birth & method of delivery
Human Resources
Maternity Leave Workshop
Elk Grove Unified School District

Thank you for joining us and we hope you have found this information useful!

Photos used courtesy of KGM