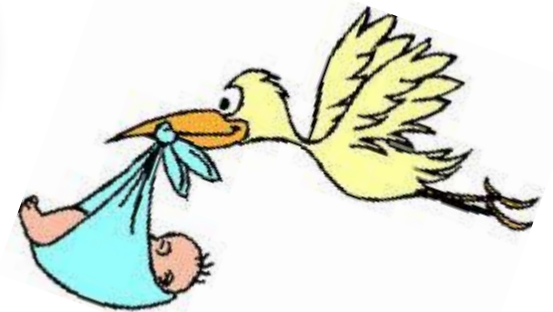
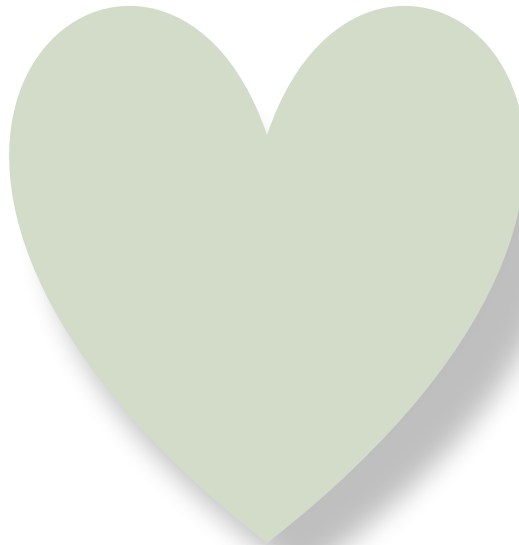


Human Resources Maternity Leave Workshop

Elk Grove Unified School District

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





REQUEST FOR LEAVE OF ABSENCE CERTIFICATED EMPLOYEE

NAME	EDN#	WK HRS/DAY
POSITION	LOCATION	DATE
LEAVE DATE FROM	THROUGH	PHONE

BEREAVEMENT LEAVE (BL)	JURY DUTY (JD)	PERSONAL NECESSITY (PN)	OTHER LEAVE (OL)
Relationship	Attach jury duty verification	Maximum of 10 days of accrued sick leave allowable per school year	Specify
<small>Death of immediate family. (See reverse for definition of immediate family)</small>	<small>Coded as sick leave (SL) if not attached.</small>	<small>See Articles 18.5.3 & 18.203 and specifics for PN usage.</small>	<small>List reason and use contract language.</small>

MEDICAL LEAVES	
Employee Serious Health Condition	Pregnancy Disability (ML/PD/FMLA)
<i>Medical leaves require doctor's certification. Sick and/or disability coverage will be used.</i>	
<small>It is the District's practice to run paid sick leave, vacation and comp time concurrently when using (ML) Pregnancy Disability Leave for pregnancy (including childbirth or related medical condition) and/or FMLA/CFRA Family Medical Leave for serious health condition of employee, spouse, parent, or child.</small>	

VARIOUS LEAVES				
Child Rearing		FMLA/CFRA		
Newborn or newly adopted child	Not newborn or newly adopted child	Parent	Child	Spouse or Registered Domestic Partner
<small>Working %</small>		<small>Certification of Health Care Provider for Family Member's Serious Health Condition required. Certification of domestic partnership required.</small>		

Long Term		Yes - FMLA Benefits	No - FMLA Benefits
<small>Working %</small>		<small>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.</small>	
<small>List reason and use contract language</small>		Intermittent	Full Time

STRS Reduced Workload	Paid Family Leave (PFL)
<small>Working %</small>	Maximum 6 weeks unpaid leave
<small>Attack STRS Reduced Workload Questionnaire.</small>	<small>Must pay into State Disability Insurance (SDI).</small>

Signature of Employee	Date	Signature of Principal Supervisor	Date
		<small>(Signature denotes acknowledgment only)</small>	

FOR HUMAN RESOURCES USE ONLY			
Authorizing Signature	Date	# of accumulated sick leave days	
Approved	Disapproved	Docked	# of Personal Necessity Days used this year

Complete a
"Request for Leave
of Absence" Form

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

Planning Calendar

EIN#:

EMPLOYEE NAME:

POSITION NAME/ SITE:

HRS/DAY:

JULY 2012							AUGUST 2012							SEPTEMBER 2012						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	2	3	4	H	5	6	21				1	2	3	23						
	9	10	11	12	13			6	7	8	9	10			3	4	5	6	7	
	16	17	18	19	20			13	14	15	16	17			10	11	12	13	14	
	23	24	25	26	27			20	21	22	23	24			17	18	19	20	21	
	30	31						27	28	29	30	31			24	25	26	27	28	
OCTOBER 2012							NOVEMBER 2012							DECEMBER 2012						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	23					1	2	18							
	8	9	10	11	12			5	6	7	8	9		10	11	12	13	14		
	15	16	17	18	19			12	H	13	14	15	16		17	18	19	20	21	
	22	23	24	25	26			19	H	20	21	H	22		24	H	25	H	26	
	29	30	31					26	27	28	29	30		31	H					
JANUARY 2013							FEBRUARY 2013							MARCH 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	H	2	3	4	21					1	18						1	
	7	8	9	10	11			4	5	6	7	8		4	5	6	7	8		
	14	15	16	17	18			11	H	12	13	14	15		11	12	13	14	15	
	21	H	22	23	24	25		18	H	19	20	21	22		18	19	20	21	22	
	28	29	30	31				25	26	27	28			25	26	27	28	29		
APRIL 2013							MAY 2013							JUNE 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	22					1	2	3	22						
	8	9	10	11	12			6	7	8	9	10		3	4	5	6	7		
	15	16	17	18	19			13	14	15	16	17		10	11	12	13	14		
	22	23	24	25	26			20	21	22	23	24		17	18	19	20	21		
	29	30						27	H	28	29	30	31		24	25	26	27	28	

Absence Transactions

Name: **MINNIE MOUSE**

ID: **I23456**

Tran R	Absence L	Units U	Units B	Start	End	Entry	Last
Numb C	Reason G	Absent F	Docked F	Date	Date	Date	Change
0621 V	VACATION 27	8.00 H	0.00	10/25/11	10/25/11	11/07/11	00/00/00
0619 A2	ACC-2 27	-15.33 H	0.00	10/01/11	10/31/11	11/01/11	00/00/00
0617 SL	SICK LV 27	3.50 H	0.00	09/30/11	09/30/11	10/06/11	00/00/00
0616 V	VACATION 27	3.50 H	0.00	09/20/11	09/20/11	10/06/11	00/00/00
0615 V	VACATION 27	2.50 H	0.00	09/19/11	09/19/11	10/06/11	00/00/00
0618 A2	ACC-2 27	-15.33 H	0.00	09/01/11	09/30/11	10/06/11	00/00/00
0614 V	VACATION 27	8.00 H	0.00	08/29/11	08/29/11	09/07/11	00/00/00
0613 V	VACATION 27	8.00 H	0.00	08/26/11	08/26/11	09/07/11	00/00/00

Total

Hours/Day: 8.00

Balances: 1. SICK LV 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:

Certificated Employees	Docking Rates Effective 7/1/16
Day 1 - 20	\$135/day
Day 21+	\$175/day

- 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



Certificated & Classified

- 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

UNPAID Child Rearing Leave



I want to stay home and bond
with my baby!

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

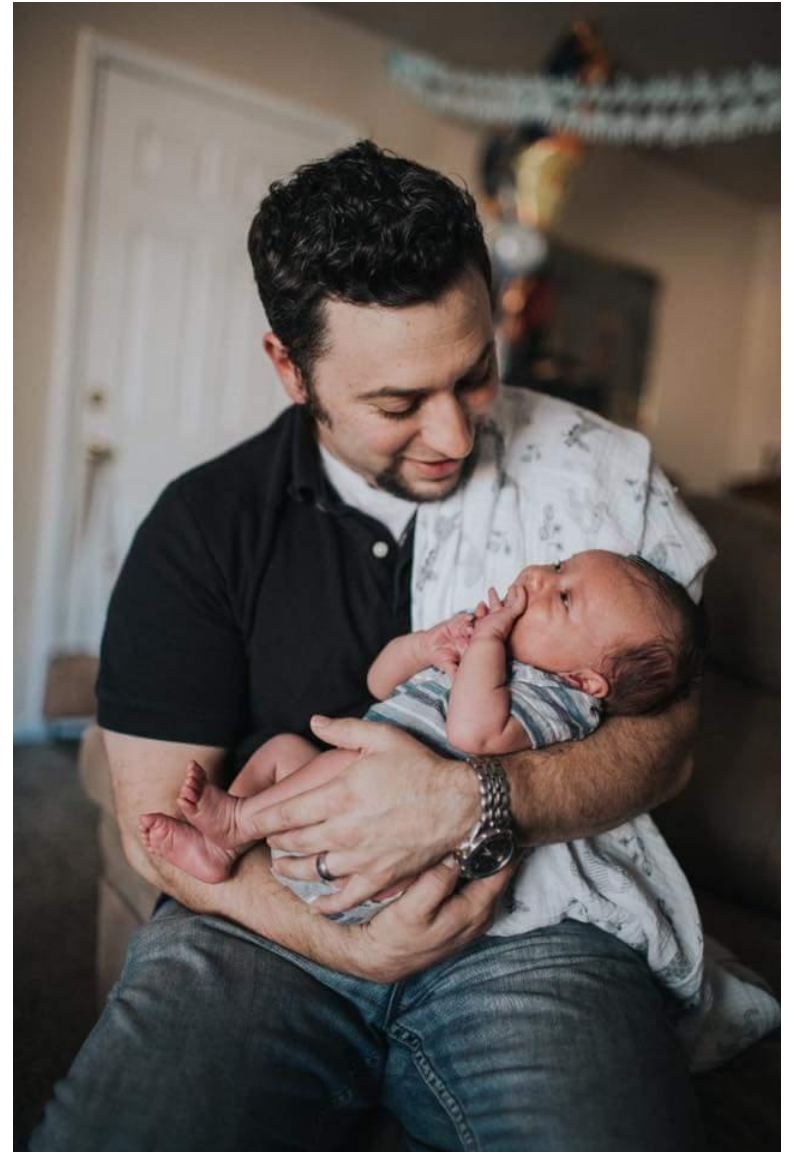
FMLA (Family Medical Leave Act)

- **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 securing a comfortable location.

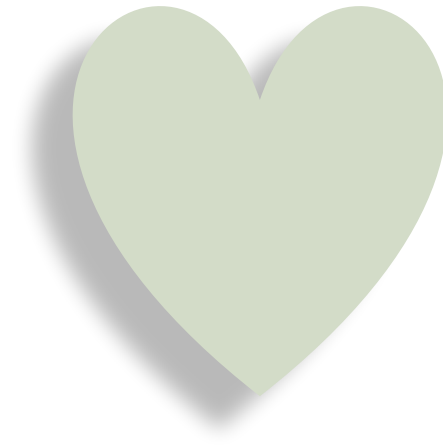
What to do after baby is born?

- 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!