



MEDICAL/PREGNANCY LEAVE FAQ's

Q. What is FMLA? CFRA? And who does it apply to?

A. Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA) allows for employees to take up to 12 weeks of leave in a 12-month period for the birth of a child or placement of adopted/fostered child, to care for a parent, spouse, child or designated person with a serious illness, or for an employee's own serious health condition.

To be eligible for this protected leave, an employee must have been employed for at least 12 months.

Q. How do I begin the process for a medical or maternity leave?

A. First speak with your supervisor or Human Resources about your plans. You will then need to submit the Leave of Absence form, attaching any medical notes or documentation. This form may be found on our District website under Departments, Human Resources then Forms at www.lahabraschools.org.

Your physician will need to provide you with a note placing you off work for pregnancy or medical reasons. The note should include a start date for the medical leave and an estimated amount of time for your leave. You should provide at least 30 days' notice prior to the start of your leave, if possible.

Q. How will my sick leave be used and do I need to use all my sick time?

A. From the first day of absence for pregnancy or medical leave, payroll will begin using your sick leave. If you exhaust your sick leave and you have not been released by your physician, you will be paid sub differential pay (Certificated) or 50% pay (Classified). You must exhaust your sick leave before you go into differential pay. You can not save your sick leave.

Q. What happens when I have no sick leave available for the rest of the school year?

A. If you are sick and you are absent from work, you would be paid differential pay (Certificated) or 50% pay (Classified) if you provide a medical note from a physician. If no note is provided, you will be docked full pay for that day.

Q. How do I utilize my additional disability?

A. Employees do not pay into state disability. If you purchased additional disability insurance from either American Fidelity or Standard, you will need to contact them directly for claim forms.

Q. What do I need to return to work?

A. You should obtain a note from your doctor releasing you to return to work. If you are on a pregnancy leave, this is usually 6-8 weeks after the baby is born. Please submit this note to the Human Resources Department.

ADDITIONAL PREGNANCY/CHILD-BIRTH RELATED LEAVE OF ABSENCE

Q. Is there additional time I can take after my pregnancy medical leave is over?

A. Yes, the leave is referred to as Child Bonding/Paid Parental Leave. The state allows employees to use up to 12 workweeks of leave. This leave is optional. If you choose to take this leave, the district will use the balance of your sick leave and then pay differential (Certificated) or 50% pay (Classified) for the remainder. Any child bonding, paid parental leave that you take will count against your entitlement under CFRA, FMLA, and the Education Code.

Q. Who can take Child Bonding/Paid Parental Leave?

A. Parental leave may be taken after the birth, adoption, or foster care placement of a child. Employees must be employed 12 months prior to the parental leave to qualify.

Q. How do I request the Child Bonding/Paid Parental Leave?

A. You can choose to request the leave at the same time you requested your original maternity leave or submit later, preferably 30 days prior to beginning the leave. You must have a medical release from your pregnancy and/childbirth-related disability prior to taking Child Bonding/Paid Parental Leave.

Q. Do I need to take the Child Bonding/Paid Parental Leave all at one time?

A. No, the leave is available during the first year of the baby's birth. The leave does need to be taken in minimum two week increments and a plan would need to be provided by the employee and approved by the District with a timeline of time being requested.

Q. Are there any additional maternity leaves I can apply for after the Child Bonding/Parental Leave has expired?

A. Our Collective Bargaining Agreement allows for you to apply for an unpaid, Child-Rearing Leave. This leave is unpaid, and the employee will not be eligible for health benefits during this time. This leave requires board approval.

MEDICAL/MATERNITY LEAVE AND YOUR HEALTH BENEFITS

Q. Will my health benefits continue while I am on a leave of absence?

A. Yes, while you are on a paid leave of absence for medical, maternity and parental bonding leave, your eligibility for health benefits will continue. If you are granted an unpaid, child-rearing leave, you will not be eligible for health benefits and will be offered COBRA.

Q. How soon do I need to add my new baby to my health insurance plan and what documents do I need?

A. You may add your new baby to your health insurance plan by providing a copy of the hospital birth certificate and completed SISC change form to our human resources office within 30 days of the baby's birth. (If the certified birth certificate and social security card are not available within these first 30 days, please submit them to human resources upon receipt).

Additional Questions?? Please contact:

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