



# Maternity Leave Packet

Answers to Frequently Asked Questions  
about Maternity Leave,  
FMLA, and CFRA

# ***Congratulations!***

**We hope you will find the information in this packet a helpful tool in planning your Maternity Leave.**

Please Note:

While every attempt is made to align this packet with current California and Federal Leave Laws, it is important to remember these laws are ever-changing and information within this packet is subject to change without notice.



# Frequently Asked Questions

**1. I just found out I'm pregnant – what should I do?**

Let your site administrator or supervisor know so that preliminary planning for coverage of your position can begin. When you have an estimated date of delivery, please submit the **“Leave of Absence Request Form”** form to Human Resources. The purpose of this form is to provide the District with estimated dates for your Maternity Leave.

**2. How long can I keep working?**

You can work as long as you and your doctor agree. This is a medical decision that will not be made by the District.

**3. I am not due for a few weeks, but my Doctor has placed me off work. What do I do?**

If your date of release from work has changed, please submit an updated doctor's note to Human Resources with your new release from work date.

**4. What is PDL?**

PDL stands for Pregnancy Disability Leave. PDL begins the first date you are placed off work for your pregnancy and/or delivery and continues as long as your doctor indicates, or for a maximum of 17.3 weeks, whichever comes first.

**5. What is FMLA?**

FMLA stands for Family Medical Leave Act. FMLA allows qualified employees to take up to 12-weeks of job-protected leave and runs concurrently with PDL. Since not all employees qualify for FMLA, please check with the Human Resources department for eligibility requirements. The District will send FMLA eligibility paperwork to you when you begin your PDL. FMLA leave begins the first day you are placed off work for your pregnancy and/or delivery and runs concurrently with depletion of sick leave (and vacation for Classified employees). FMLA also allows you to have the District continue contributions to medical and dental benefits. The employee still be responsible for his/her portion of the benefit cost. FMLA is limited to 12 workweeks every 12 months. The 12-month period is measured forward from the date of your first FMLA leave usage.

**6. I delivered my baby, now what?**

Please have your doctor provide you a new note and provide a copy to Human Resources as soon as possible. Please remember to contact the Payroll/Benefits department within 30 days of birth if you choose to add your baby to your health plan.

**7. What is the normal length of time I would be allowed to be off work?**

Because every pregnancy is different, you and your doctor determine the length of time away from work. A routine maternity leave is 6 weeks following a natural delivery, or 8 weeks following a cesarean section. You and your doctor may determine that you need additional time before or after the delivery of your baby.

**8. When can I return to work?**

You may return as soon as your doctor releases you. Again, this is a medical decision that will not be made by the District.

**9. What if I want to stay out a little longer after my doctor releases me?**

Once you receive medical clearance to return to work, you may request to remain off work for the remainder of the 12-week allowance available under FMLA (if you meet eligibility requirements).

**10. What is CFRA?**

CFRA stands for California Family Rights Act. CFRA allows for an additional 12 weeks of leave for employees to bond with a newborn child or a child placed for adoption/foster care, the employee's own serious health condition, or to care for the employee's spouse, dependent child, or parents with a serious health condition. CFRA cannot be used for the employee's pregnancy. CFRA is limited to 12 workweeks every 12 months. The 12-month period is measured forward from the date of your first CFRA leave usage. Much like FMLA, not all employees are eligible for CFRA. Please contact your Human Resources department to discuss eligibility.

**11. Do I deplete my sick leave when I am on maternity leave?**

Yes. Sick leave is exhausted first. If you are a classified employee, your vacation is also exhausted.

**12. What happens when I run out of sick/vacation leave?**

Once these leaves are exhausted, employees are placed on differential pay.

**13. What about my benefits?**

Benefit coverage will continue until your doctor releases you to return to work. If your doctor has indicated you may return to work and you are still out under FMLA, District contribution to your benefits will continue. If FMLA is exhausted and you have not returned to work, the District will not continue to cover the cost of your benefits and you will be responsible for the full premium of your benefits.

**14. How will my substitute be selected? Am I responsible for finding someone?**

The site administrator and Human Resources will assist with finding someone to temporarily fill your position. If you have a recommendation, please inform your site administrator. Every effort will be made to grant your recommendation. Because our intent is to find the most qualified candidate, we cannot guarantee that your desired substitute will be chosen.

**15. Will my maternity leave affect achieving permanent status?**

Time taken for maternity leave is calculated as if you are still in your position. However, you must be in paid status for a minimum of 75% of the year. If you take extended periods of unpaid leave, it could delay achieving permanent status.

**16. If I am a certificated employee and I take a long leave, do I get my school and grade back when I return?**

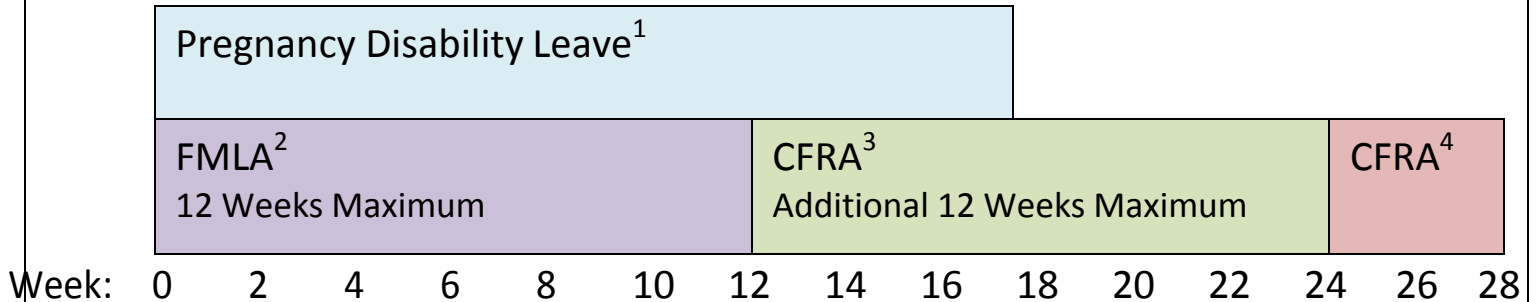
We try to place everyone in her first choice of school and grade but this is not a guarantee. On a short-term maternity leave that does not involve CFRA leave, you will most likely return to the same class. It is important to remember that although FMLA and CFRA are "job-protected leaves," this does not mean you will return to the exact position you occupied prior to your leave. It is the obligation of the District to place you in the same or a comparable

position within the scope of your credential (for certificated employees) upon your return.

**17. I have income protection, can I use it? How does it work?**

Some voluntary disability plans cover maternity leave. Please contact the agency directly to discuss your plan. If the agency needs any information from the District, they will send the forms directly to Human Resources and the forms will be completed promptly.

# Timeline for Maternity Leaves



1. Pregnancy Disability Leave (PDL) begins the first day an employee is placed off work by their Doctor regardless of their due date. Pregnancy Disability Leave is available for up to 17.3 weeks for employees who are disabled by pregnancy, child birth, or a related medical condition. A doctor's note must be provided prior to an employee being placed on PDL and will run as long as a Doctor's note is in effect.
2. Family Medical Leave (FMLA) begins the first day an employee is placed off work by their doctor. PDL and FMLA run concurrently (at the same time). District-contributions toward medical and dental benefits are provided for a maximum of 12 weeks. The employee is responsible for his/her portion as well as any voluntary benefit premiums. FMLA provides job-protection and could be paid or unpaid (depending on PDL).
3. Leave under the California Family Rights Act (CFRA) may be requested for an additional 12 weeks after FMLA and/or PDL has been exhausted.

# LONG TERM CERTIFICATED SUBSTITUTE ORIENTATION

Listed below are items to discuss with your long-term substitute and/or your site administrator prior to your leave. Please note that not all of these topics will apply to every grade level. Please utilize what applies to you and your position and/or site.

1. Student information: health concerns, behavior, parent involvement (restraining orders); IEPs
2. Lesson plans: past plan book (material already covered), rest of the year plan (roughly), where to find all teacher's guides and student material, workbooks
3. Discipline routine: behavior expectations, class rules, rewards and consequences
4. Class routine: daily schedule; rules regarding bathroom use, sharpening pencils, and drinks; signal used to get students' attention; rainy days; emergency drills; roll call
5. Class list/seating chart
6. Yard duty responsibilities: where, when, what
7. Out of classroom activities: PE, music, computers, library
8. Prep period schedule
9. Grading procedures: grade book, report cards, grading system (percentage, letter grades, stickers, stamps), any portfolios
10. Homework policy: typical assignment, frequency
11. Birthdays: do you celebrate them, how? List of dates
12. Filing system
13. Student jobs/helpers
14. Special person of the week/month
15. Advice/procedures for minimum days or assembly schedule
16. State testing or upcoming events
17. Your telephone number or email and anticipate