



The six (6) weeks are intended to be taken during the pregnancy disability period. If the member's disability period falls outside of the

CalSTRS/CalPERS representative to discuss “buy back” service credit, impact of future retirement benefits, and non-paid status inquiries.

Requesting additional unpaid leave may affect your future step advancement, please contact Personnel Services at 588-3047 for more information.

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## Frequently Asked Questions (FAQs)

1. [How do I access my 6-Week Maternity Leave benefit?](#)
2. [Do I need a doctor’s note to access the 6-week Maternity Leave?](#)
3. [How will the time be applied to my leave balance?](#)
4. [When will this time be applied to my leave plans?](#)
5. [Does Parental Leave \(Baby Bonding\) and 6-Week Maternity Leave run concurrently or am entitled to both?](#)
6. [If my child is born during break \(winter, spring, or summer\), do I get to take extra time off?](#)
7. [Is 6-Week Maternity Leave benefit paid or unpaid?](#)
8. [Does this time carry over to the next work year?](#)
9. [How much time will I have to spend with my baby?](#)
10. [Can I use this time for my baby’s doctor’s appointment?](#)
11. [What is the difference between FMLA, CFRA, maternity leave and parental leave?](#)
12. [How do I apply the 6-Week Maternity Leave if I am not eligible for FMLA/CFRA?](#)
13. [Do all pregnant employees receive the same benefit?](#)
14. [I’ve only worked for CVUSD for three months. Am I entitled to maternity leave?](#)
15. [My spouse or partner is pregnant. Am I entitled to maternity leave?](#)
16. [Can other employees donate time to me if I don’t have enough illness leave?](#)
17. [Can I take additional leave after I have exhausted all of my other leave plans?](#)
18. [Who do I reach out to with my questions?](#)

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**A:** You will submit the **6-Week Maternity Leave Request Form (A-94)** to your immediate supervisor for approval at least five (5) days prior to the start date of your planned maternity leave. Once approved, the form should be sent to your Payroll Technician. Your technician will follow up with you. After the birth of your child, you will need to provide Payroll with a copy of your child’s birth certificate within thirty (30) business days.

**A:** A doctor’s note is not necessary to access the 6-week Maternity Leave, however you will be required to submit a doctor’s note for the Pregnancy Disability Leave (PDL). It is the responsibility of the employee to notify the District of planned leave and provide the Payroll Department with a birth certificate within thirty (30) days after the birth of the child.





For general questions, contact Personnel Services (619-588-3047) or your Personnel Assistant:

Paulette Dole, Personnel Assistant A-K: [dolep@cajonvalley.net](mailto:dolep@cajonvalley.net) / (619)588-3048

Courtney Kane, Personnel Assistant L-Z: [kanec@cajonvalley.net](mailto:kanec@cajonvalley.net) / (619)588-3037

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## DEFINITIONS

**Maternity Leave** - Six (6) Week Fully Paid Maternity Leave is being offered to birthing employees within the CVEA bargaining unit by the Cajon Valley School District. Six weeks may be used consecutively after the child's birth or can be used in one-week increments within twelve (12) months of the birth of the child for child care or bonding. Maternity Leave is not charged against the employee's other paid leave balances.

**California Family Rights Act (CFRA)** - The California Family Rights Act (CFRA; Government Code §12945.2) substantially mirrors the federal requirements. Under FMLA, pregnancy and pregnancy-related disabilities are "serious health conditions." CFRA does not include *an employee's* pregnancy as a serious health condition because female employees in California have the right to pregnancy disability leave (PDL) under Government Code §12945. Therefore, while in most circumstances FMLA leave and CFRA leave will run concurrently, where an employee takes leave for a pregnancy or childbirth-related disability, FMLA leave will run concurrently with the pregnancy disability leave, and the employee will additionally be entitled to 12 workweeks of CFRA leave after the birth of the child for child care and bonding.

**Family and Medical Leave Act (FMLA)** - The federal Family and Medical Leave Act (FMLA; 29 U.S.C. §2601, *et seq.*) allows eligible employees to take leave for their own serious health conditions, childcare, specified family member's serious health conditions, or for reasons related to a family member's military service. Each eligible employee may take up to

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deducted from the unit member's illness leave for as long as the member has leave remaining. If the member's leave is exhausted before the twelve (12) weeks of paid Parental Leave has been used and the member chooses to remain on Parental Leave with her/his child, the member will be paid at the differential rate for the remainder of the Parental Leave. The differential pay rate is determined by Education Code applicable to the bargaining unit. Certificated staff are paid at their daily rate minus the cost of the substitute rate. Classified employees are paid two-thirds (  $\frac{2}{3}$  ) of their regul