



## THREE (3) WEEK MATERNITY LEAVE

### Frequently Asked Questions

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#### ELIGIBILITY REQUIREMENTS

In order to be eligible for the 3-Week Maternity Leave benefit, you must be a:

- Certificated employee in a part-time or full-time contract position
  - Certificated hourly employee (pro-rated basis)
  - Classified employee with permanent status who has successfully completed probation (130 workdays or 6 months, whichever is longer)
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#### PRIOR TO BIRTH

**Planning for a Substitute:** Bargaining Unit Members must collaborate with their site administrator and/or supervisor to arrange for substitute coverage.

Please contact Personnel if you need help arranging for a substitute (588-3037).

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#### AFTER THE BIRTH

**If you still have questions after reviewing this FAQ, please contact your [Payroll Technician](#).** Your Payroll Technician will review your available leave balance and options for applying the three (3) weeks of Maternity Leave with you.

This [Request for 3-Week Maternity Leave Form \(A-94\)](#) (also found on the Payroll section of the website) must be completed, identifying the period of time the Bargaining Unit Member intends to apply the three (3) weeks of Maternity Leave (if known). If unknown at the time the child is born, the form may be submitted any time within the first year of the child's birth and may be submitted as many times as necessary to access the entire three (3) weeks of leave (ensuring leave time is completed within the first year of the child's birth).

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#### APPLYING THE 3-WEEKS OF MATERNITY LEAVE

**Three (3) Week Maternity Leave information in [Bargaining Unit Members' Contracts](#):**

- CVEA - Article 16
- CSEA - Article 9
- CVSA - Article 9

Beginning July 1, 2016, Bargaining Unit Members have three (3) weeks of paid Maternity Leave:

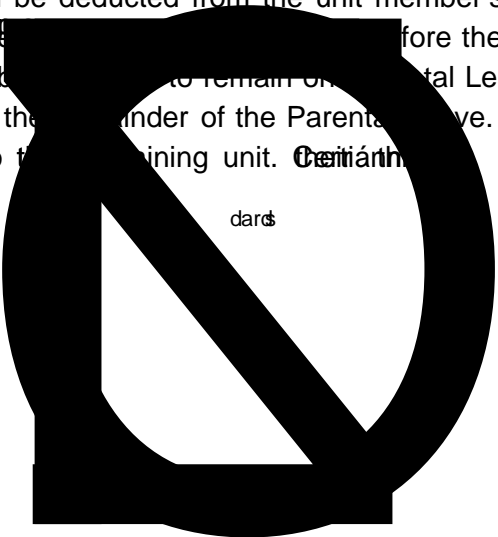
After giving birth to a child, Bargaining Unit Members shall have three (3) weeks of paid Maternity Leave. The leave is applied to "contract days" for which bargaining unit members are paid. Therefore, non-paid days (school calendar breaks) do not count against the three (3) weeks of paid leave. The Maternity Leave days will not be deducted from your illness or other paid leave balances.

The three (3) weeks are intended to be taken during the pregnancy disability period. If the member's disability period falls outside of their work year, the three (3) weeks is accessible within one (1) calendar year of the birth of the child, in one (1) week increments, and will run concurrently with other available leave (i.e., CFRA, FMLA, etc.).

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### **PARENTAL LEAVE (Baby Bonding Leave)**

In accordance with Education Code sections 44977.5 (AB375) and 45195.1 (AB2393) the twelve (12) weeks of Parental Leave will be deducted from the unit member's illness leave for as long as the member has leave remaining. If the member has used all of their illness leave before the twelve (12) weeks of paid Parental Leave has been used and the member wishes 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. Certain members may be eligible for Parental Leave at times of school calendar breaks.



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**A:** The amount of time you have available will vary based on physician's documentation, date of child's birth, and available leave time. Please contact your Payroll Technician to determine available leave time.

**A:** Yes, if you are electing to defer your 3-week Maternity Leave to a later date, it may be used for a child's doctor's appointment within the first year following the birth; however, the leave may only be accessed two times in increments less than a week at a time.

**A:** These are all leave plans that assist you in taking time off and have different requirements. Please contact Payroll at 588-3070 to determine eligibility for each leave plan.

**A:** Certificated employees may apply for the 3-Week Maternity Leave during the Pregnancy Disability period. Classified employees must be a permanent employee on or before the date of birth of the child to qualify for the 3-week Maternity Leave.

**A:** All eligible employees receive the same benefit. However, eligibility varies as determined by law. Substitutes and classified probationary employees do not meet the eligibility requirement.

**A:** If you are a contracted certificated employee and do not qualify for FMLA/CFRA (FMLA requires you to have worked in the District for one (1) year and 1,250 hours, CFRA requires you to have worked in the District for one (1) year), you may apply the 3-weeks of Maternity Leave during the Pregnancy Disability Leave. Classified employees must be a permanent employee on or before the date of birth of the child. Substitute employees are not eligible for this benefit.

**A:** The 3-week Maternity is only applicable to the birthing parent. However, you could be eligible for Parental Leave after the birth of the baby.

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**A:** No, pregnancy does not fall under eligible criteria for catastrophic leave.

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A: Additional leave may be granted. Please contact Personnel Services at 588-3047 to discuss additional leave options.

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A: For questions specific to your individual salary, benejæø8

Once your doctor has written you out for the pregnancy disability period you go into sick leave time. Once all sick leave is exhausted you go into differential leave per your bargaining unit contract. Please refer to the CSEA Contract section Article IX and CVEA Article XVI contract section.

**Parental Leave** - Effective January 1, 2017 (Certificated Employees) and July 1, 2017 (Classified Employees) are eligible for Parental Leave. Parental leave is leave taken for the birth of a child of the employee or the placement of a child with the employee for adoption or foster care. Both parents are entitled to parental leave regardless of marital status. The employee is limited to one 12-week period. In accordance with Education Code sections 44977.5 (AB375) and 44195.5 (AB2393) Employees are entitled to twelve (12) weeks of Parental leave m

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