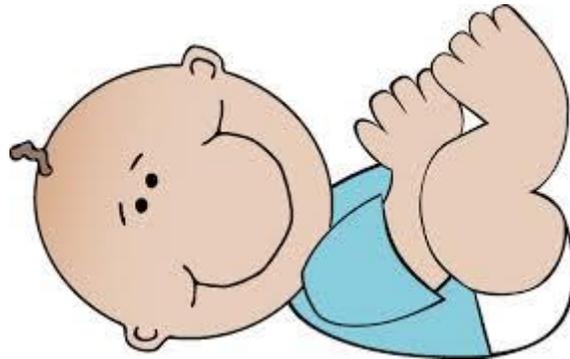


New  **Packet**

**This packet contains your employment
information related to pregnancy
and after the baby is born.**

Congratulations!



**We hope you will find the information in this packet
a helpful tool in planning for the arrival of your
baby.**

**Please note: This summary is intended to be an aid in your planning. The regulations
regarding many of the provisions described in this packet are complex and subject to
change. Please work closely with Human Resources through these provisions...
we are here to help!**

Contact Information

Human Resources – Certificated, ext. 1123 / Classified, ext. 1158

Payroll Department – Certificated, A-L ext. 1254; M-Z ext. 1243 / Classified, A-L ext. 1247; M-Z ext. 1237

Benefits Department – Certificated and Classified, A-C & M-N ext. 1244; D-L ext. 1236; O-Z ext. 1246 or 1245

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Checklist

The following items need to be completed during pregnancy and after the baby is born:

- Have your doctor complete the “Doctor’s Release from Work” form (page 9) and submit to HR (at least 30 days prior to your due date).
- Let your supervisor know and plan with him/her for a substitute to cover your duties (if needed).
- Discuss with your supervisor how you would like to inform staff and students/parents of your pregnancy, if applicable.
- Determine if you will be taking any additional leave with or without pay (after your medical leave) and create a plan and backup plan should schedules change. Meet with Human Resources to review your plan(s) and discuss details surrounding leave.
- If you would like more detailed information regarding your pay during any time off of work, please contact the Payroll Department.
- If your doctor determines you need to be off work due to pregnancy, have your doctor revise/resend the “Doctor’s Release from Work” form (page 9).
- Once your doctor releases you to return to work, please provide the doctor note or the “Verification of Employee Leave” form (page 10) to Human Resources.
- If you would like to take additional leave to bond with the baby, complete the “Employee Request for Additional Leave under CFRA” form (page 11).
- California Family Rights Act (CFRA) Leave: You are eligible if you have at least one (1) year of service completed in the District. Parental leave is not counted against any other leave available to employees. Proof of live birth or adopted custody must be provided to Human Resources in order to be granted this leave.
- Within the first 30 days after the baby’s birth, if you have CVUSD health insurance, contact Benefits (A-C, M-N x1244/D-L x1236/O-Z x1246 or x1245 to add the baby to your medical, dental, life insurance and/or vision plan). Separate forms are required for each coverage. It is your responsibility to contact the Benefits Department to request the appropriate forms. After completion, the forms are to be returned to Benefits within the 30 day period. You will need to provide the baby’s birth certificate (hospital certificate is valid) and social security number (upon receipt) when enrolling the baby. The baby is covered under your plan for the first 30 days. If you decide not to add your baby to any type of coverage within the 30 day period, you will be unable to add them until the next open enrollment period.
- If you wish to make changes to your W-2 tax withholdings, please contact the Payroll Department.
- If you have questions about leave options, contact Human Resources.

Contact Information

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Leave During Pregnancy and After the Baby Is Born

This section summarizes leave options during pregnancy and within the first year following the birth of an employee's child. There are state and federal laws and contract provisions that overlap regarding pregnancy and baby bonding after birth. This document does not address the full complexity of each law/provision, but summarizes the law/provision as it applies to Chino Valley Unified School District employees. Please see Human Resources with questions and concerns related to a leave; do not solely rely on this summary as each case has nuances that we should discuss. Also, paternity leave and provisions for adoption or foster care placement are also available.

The chart below shows what leave options are available to eligible employees before and after the birth of the baby. More information on these leave provisions follows the chart.

Leave Options	Birth of the Baby 	After the Birth of the Baby
Illness/Injury Leave – (Union Contract & Ed Code) Requires a doctor's note, can be used both before and after the baby is born for your own medical condition. It uses sick leave (paid) and when expired, up to 5 months of sub – differential pay.		
Pregnancy-related Disability Leave (PDL) – (CA Fair Employment and Housing Act) Requires a doctor's note, runs at the same time (concurrently) as Illness/Injury Leave. Provides up to 4 months (17½ weeks or approx. 86½ days) of unpaid leave – this leave typically expires before Illness/Injury Leave runs out. PDL ends when your doctor clears you to return to work.		
Family Medical Leave Act (FMLA) – (US Department of Labor) Disability due to pregnancy – requires a doctor's note, runs at the same time (concurrently) as PDL and Illness/Injury Leave. Provides up to 12 weeks of unpaid leave - this leave typically expires before Illness/Injury Leave or PDL runs out. You must meet FMLA eligibility requirements to use this leave.		Family Medical Leave Act (FMLA) cont. – Care for newborn – any <u>remaining portion</u> of the 12 weeks not used for pregnancy disability may be used.
		CA Family Rights Act (CFRA) – Begins once your doctor takes you off illness/injury leave. This enables Parental Leave for baby bonding: <ul style="list-style-type: none"> • Certificated Staff & Classified Staff: - Up to 12 work weeks of leave (balance of 5 month period) for “baby bonding” You must meet CFRA eligibility requirements to use this leave.

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Illness/Injury Leave/Pregnancy-related Disability Leave (PDL) – If at any time during pregnancy or post-delivery, you submit a doctor’s note to the District stating you cannot work due to medical reasons related to pregnancy or childbirth, you shall be entitled to use any available paid sick days for this leave. If your paid sick days expire, you have up to 5 months of differential pay for medically necessary absences, due to pregnancy. PDL provides up to “four months (17-1/3 weeks)” unpaid leave for disability due to pregnancy or childbirth. Your paid sick leave and PDL run ***concurrently***; so in most cases, PDL expires before the 5 months of differential pay ends (exceptions sometimes occur – talk to HR about your specific situation). Benefits coverage continues during PDL and sick/differential days, but if you decide to extend your leave using *unpaid* status, you must complete and provide to Human Resources a written request. Upon approval, you are then responsible for the total cost (employer contribution/employee deduction) to maintain health and welfare benefits for that unpaid period.

FMLA (for pregnancy disability) – The Family and Medical Leave Act (a federal law) allows up to 12 weeks of unpaid leave. If the leave is related to a pregnancy disability (your own serious health condition), this unpaid leave runs concurrently with any paid medical leave/PDL listed above. You must qualify for FMLA leave by having: (1) at least one year of service completed in the District; (2) at least 1,250 hours actually worked (not counting sick leave, holidays, etc.) in the previous 12 months; and (3) your FMLA leave entitlement not exhausted in the applicable 12-month period. If the employee takes unpaid FMLA leave, the employee must make the tenthly employee contribution for benefits to continue.

Birth – Once your child is born, your doctor determines the length of any recovery period, providing to the District a written release for you to return to work. As long as you are medically precluded from working by pregnancy or childbirth recovery, you may use any remaining Medical/PDL/FMLA leave. Benefits coverage continues during this leave, unless the leave is unpaid as described above. Once you are released by your doctor to return to work (medically), you may use FMLA/CFRA leave for bonding as described below.

CFRA - California Family Rights Act (a state law) allows up to 12 work weeks of Parental Leave for “baby bonding” once the baby is born and the employee is no longer disabled due to pregnancy (own serious medical condition). Differential pay will apply once your own applicable leaves have been exhausted. CFRA Parental Leave for baby bonding must be taken before the newborn’s first birthday or the first anniversary of the child’s placement. It begins after a Medical/PDL/FMLA (own medical condition) leave ends. The 12 work weeks need not be taken all at once. For child bonding, Parental Leave must be taken in increments of at least two weeks. Employees are asked to schedule intermittent Parental Leave so as to pose the least disruption to our service of students. Please see Human Resources for the conditions/requirements regarding this leave. CFRA must be requested through the Human Resources office BEFORE IT CAN BE TAKEN.

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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 “**Doctor's Release from Work Due to Pregnancy**” form (page 9) to Human Resources. The purpose of this form is to provide the District with estimated dates for your Maternity Leave. Your medical information will be kept confidential; *you* decide whether and when to tell your coworkers about your pregnancy. You may also want to update your emergency card.

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. If your doctor imposes work restrictions, the District will determine whether the restrictions can be reasonably accommodated. Please submit a doctor's note to Human Resources indicating the restrictions.

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 are PDL, FMLA, CFRA and other leaves?**

Various state and federal laws overlap to cover pregnancy and “baby bonding.” These leaves are explained on page 5 of this document. If you have questions after reviewing this document, please see Human Resources.

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

Please have your doctor complete the form entitled “**Doctor's Verification of Employee Leave**” (page 10) and return the completed form to Human Resources as soon as possible. Please remember to contact the Benefits Department within 30 days of birth if you choose to add your baby to your health and welfare benefits.

6. **What is the normal length of time I would be allowed to be off 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.

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

A unit member returning from pregnancy leave shall return when she is able fully and properly to resume her duties and has submitted a physician's certificate.

8. **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 up to a 12-work week period available under CFRA (if you meet eligibility requirements). Please submit your request in writing on the “**Employee Request for Additional Leave under CFRA**” form (page 11) as soon as you decide to stay out longer than your doctor's note indicates. Since you are no longer disabled at that point, the remaining leave will

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be sub-differential pay, once your available leave time is exhausted, per Education Code § 44977.5 and Education Code § 45196.1. If you are enrolled in medical benefits, you are required to continue to pay the employee contribution during an unpaid leave. Your contribution is due at the beginning of each month.

9. What if I want to stay out beyond the 12 weeks of FMLA?

Leave time beyond FMLA may be covered under CFRA, but total bonding time may not exceed 12 weeks. Like aforementioned, your benefits continue under CFRA, but you must pay the employee contribution to the District.

10. I want to stay out even longer. Are there any other options?

You may request a Personal Leave, Without Pay (ACT Article 13.8 and CSEA Article 14.9.2), but this time will be unpaid. Please be advised that you will not receive any salary or District-paid benefits during this leave. However, benefits may be purchased through the District.

11. Do I deplete my sick/vacation (classified, if applicable) leave when I am on maternity leave?

Yes. When you are unable to work because of pregnancy or childbirth related conditions, your sick leave is exhausted first and runs concurrently with any PDL or FMLA leave you use.

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

If you are placed on medical leave by your doctor, and your sick/vacation days run out, you are placed on differential pay until your doctor releases you to return to work, with or without restrictions. There is a limitation to the available differential pay. Certificated and classified staff is paid the regular salary less the amount which would have been paid to the substitute.

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 unpaid FMLA/CFRA, remember you must make your monthly employee contribution for continued benefit coverage. If FMLA and CFRA are exhausted, and you do not return 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. Do I qualify for state disability (SDI)?

CVUSD employees do not pay State Disability Insurance (SDI); you are probably not eligible. However, eligibility for state disability is determined by that agency, and it is suggested you contact SDI for specific information. Any forms sent to us will be quickly forwarded so your eligibility can be determined accurately.

15. 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.

16. Will my maternity leave affect achieving permanent status or advancement on the salary schedule?

Certificated staff: A probationary teacher must actually work (days with students) a minimum of 75% of the year for that year to count toward permanent status. Certificated and Classified employees: Unpaid leave DOES NOT count and could impact you reaching the next salary step.

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17. Upon return from leave, do I get my same school and position back?

Certificated - On a short-term maternity leave that does not involve CFRA leave, you will most likely return to the same position. 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.

Classified - On a short term maternity leave that does not involve CFRA leave, you will most likely return to the same position. 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 comparable position within the scope of your classification return.

18. I have salary protection; can I use it? How does it work?

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

19. What if I need to express breast milk when I return to work?

Human Resources and your supervisor will work with you to determine a location and time for you to have privacy for this need during your work day (Board Policy 4033 Lactation). Since comfort levels vary, please work personally with your supervisor to determine the best location and time. If you are uncomfortable working with your supervisor on this matter, please contact Human Resources (x1113).

20. I’m still confused, who can answer my other questions?

Human Resources is here to help! This whole topic can be very confusing, as every situation is quite different. Call Human Resources x1123 or x1158.

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Chino Valley Unified School District
Doctor's Release from Work Due to Pregnancy

Employees should contact their supervisor as soon as they have an estimate of the length of leave in order that other arrangements may be made for the services needed. This form must be signed by your attending physician before it is sent to the Human Resources Office. If you have any questions regarding your sick leave, maternity leave or other possible leaves, please contact the Human Resources Office.

Last Name	First Name	XXX-XX-	
		SS# (last 4 digits)	
Address	City	State	Zip
Phone Number	Email Address		
Position	Work Site		

Physician's Use Only

Date of Today's Visit

_____ is pregnant, and barring any complications, may continue working

Name of Patient

through _____
Date

Expected date of Delivery _____
Date

Physician Signature

Date

Medical Office

Contact Information

Human Resources – Certificated, ext. 1123 / Classified, ext. 1158

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Doctor's Verification of Employee Leave

_____		xxx-xx-	_____
Last Name	First Name	SS# (last 4 digits)	
_____		_____	_____
Address	City	State	Zip
_____		_____	
Phone Number	Email Address		
_____		_____	
Position	Work Site		

Physician's Use Only

Legislation requires the district to provide pregnant employees with the same benefits that other disabled employees receive. In order to do so, we must determine the actual time span that the employee will be disabled. A person who is disabled is one who is unable to perform the essential duties of their position, with or without reasonable accommodation.

_____ delivered her child on _____.
Name of Patient Date

She will be totally unable to perform the duties of her position through _____.
Date

She may return to work on _____.
Date

(if applicable) She has the following restrictions when returning to work: _____

These restrictions continue until _____.
Date

Physician Signature Date

Medical Office

Contact Information

- Human Resources – Certificated, ext. 1123 / Classified, ext. 1158
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Chino Valley Unified School District

Employee Request for Bonding Leave Under California Family Rights Act (CFRA)

Last Name		First Name	SS# (last 4 digits)
Address		City	State Zip
Phone Number		Email Address	
Position		Work Site	

Employee's Use Only

I request a leave of absence pursuant to the CFRA Laws to bond with my newborn child and/or child placed for adoption/foster care. Please initial the statements below:

_____ I understand CFRA must be taken before the newborn's first birthday or the first anniversary of the child's placement.

_____ I understand I must submit my employee contribution for benefits to Payroll on the 1st of every month

Dates Requested:

The 12 weeks need not be taken all at once. For child bonding, intermittent leave must be taken in increments of at least two weeks.

_____ through _____
First Date Off Work Last Date Off Work

To ensure proper handling of your leave, please indicate if both parents are currently employed with Chino Valley Unified.

Yes No

If yes, indicate the name of the other parent: _____

If yes, indicate the other parent's work classification with CVUSD. Certificated Classified

Employee Signature	Date
--------------------	------

Human Resources Use Only

- Approved
- Not Approved (Specify Reason(s)):
 - Employee has not worked one full year for the District
 - Employee commenced a leave on _____ and used _____ weeks of CFRA leave within the last 12 months

Approving Official

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CHINO VALLEY UNIFIED SCHOOL DISTRICT

LONG TERM CERTIFICATED SUBSTITUTE ORIENTATION

Listed below are recommended items to discuss with your long-term substitute and/or your site administrator. 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 (court orders), IEPs
2. List and schedule of students with special services: speech, RSP, O.T.
3. Lesson plans: past plan book (material already covered), rest of the year plan (roughly), where to find all teacher's guides and student materials, workbooks
4. Discipline routine: behavior expectations, class rules, rewards and consequences
5. Class routine: daily schedule: rules regarding bathroom use, sharpening pencils, signal used to get students' attention, rainy days, emergency drills, attendance.
6. Class list/seating chart
7. Yard duty responsibilities: where, when, what
8. Out of classroom activities: PE, music, computers, library
9. Prep period schedule (secondary)
10. Grading procedures: grade book, report cards, grading system (percentage, letter grades, stickers, stamps), any portfolios
11. Homework policy: typical assignment, frequency
12. Special events: do you celebrate them? If so, how? List of dates (check for school site policy)
13. Filing system
14. Student jobs/helpers
15. Special person of the week/month
16. Advice/procedures for minimum days or assembly schedule
17. State testing or upcoming events
18. Your telephone number or email and anticipated return date

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