

Information for Certificated Employees regarding Parental Leaves

The following leaves are related to the birth or adoption of a child. This is an outline of the leaves that are available. **As soon as an employee knows that he/she is going to have a baby, adopt or foster a child, they need to contact Laura Romero at extension 5563 in Human Resources.** Laura will assist with the leave process.

Pregnancy Disability Leave (PDL) /Maternity Leave

- All employees are required to submit a note from the physician to Human Resources prior to/ or upon giving birth.
- While on PDL/ Maternity Leave, an employee's sick leave is always utilized first. If sick leave is exhausted the employee will then receive differential pay. Differential pay is the difference between the employee's salary and the cost of a substitute.
- The physician determines when the employee is able to return to work. The physician needs to provide the employee with a written note and the employee provides the note to Human Resources.
- Health Benefits remain in effect, as long as the employee pays their portion of the cost.
- The employee is responsible for letting Human Resources know as soon as possible that the baby has been born.

Once the employee is released to return to work all certificated employees that have been employed with the district for at least 12 months qualify to take Baby Bonding Leave. Baby Bonding also applies to the adoption or foster placement of a child.

Baby Bonding Leave

- To qualify for Baby Bonding Leave an employee must be employed with San Dieguito Union High School District (in paid status) the previous 12 months from date of birth or adoption or foster placement.
- This leave applies to both mothers and fathers.

- It provides up to 12 weeks of baby bonding leave and must be taken in the first 12 months from the date of birth, date of adoption or foster placement.
 - A part-time work week equals one week of baby bonding
 - If both parents work for the District they have a combined total of 12 weeks
- The leave must be used in minimum 2 week increments
 - Exception: Twice during the 12 months the employee can request less than 2 weeks
- The employee is responsible to provide 30 days' notice to the District of the intent to utilize baby bonding leave
- During baby bonding leave the employee must utilize all available sick leave. After the sick leave is exhausted the employee will receive differential pay for the remainder of the time.
 - If baby bonding leave carries into the next school year, the employee must use the new allowance of sick leave in that year, prior to differential pay.
- Health Benefits stay in effect as long as the employee pays their portion of the cost.

Additional Information:

Unpaid Leave of Absence

- Once both leaves are exhausted an employee can apply for an unpaid leave of absence for the remainder of a semester or for the remainder of the year. NOTE: Health benefits will not be in effect. The employee can pay to have benefits through COBRA. This is a significantly higher cost.
- Any unit member who becomes ineligible for benefits for any reason shall become ineligible for the waiver and placed on the waiver waiting list upon their return to work.
- Note: An unpaid leave of absence will affect the STRS credit for the year in which the leave is taken and may affect advancement on Step and Column. Consult with Human Resources if you have any questions.