



Parental Leave/Baby Bonding

EMPLOYEE INFORMATION	
Name:	Work Location:
Job Title:	Supervisor:
Email:	Phone:

PARENTAL LEAVE/BABY BONDING LEAVE INFORMATION
<ul style="list-style-type: none"> Employee must have worked at least 12 months of service with SCOE prior to the leave request date for CFRA & Paid Parental Leave. Employee is eligible for 12 workweeks of leave within 1 year of birth or placement of adopted or foster child (Must provide birth certificate or adoption/foster papers.) Notify Human Resources 4 (four) weeks in advance of Parental Leave. Classified employee is eligible for 50% pay AFTER they have exhausted all available sick leave. Certificated employee is eligible for sub differential pay AFTER they have exhausted all available sick leave. Employee is eligible for continued health benefits while on Parental Leave under CFRA. Employee may not take intermittent leave of less than two weeks duration, except on two occasions.

LEAVE REQUEST TYPE
Continuous Leave Anticipated Begin Date: ___/___/___ End Date: ___/___/___
Intermittent Work Schedule (minimum two work weeks)
Anticipated Begin Date: ___/___/___ End Date: ___/___/___
Anticipated Begin Date: ___/___/___ End Date: ___/___/___

EMPLOYEE LEAVE REQUEST ACKNOWLEDGEMENT
Employee Signature _____ Date: _____
Administrator's Acknowledgement Signature _____ Date: _____

LEAVE APPROVAL RESPONSE – HR ONLY
<input type="checkbox"/> Leave is approved – employee has been employed for 12 months or more.
<input type="checkbox"/> Leave is denied – employee has not been employed for 12 month.



Parental Leave/Baby Bonding

Following is a guide regarding federal and California state laws in regard to leave programs available to parents after the birth or placement for adoption. Please be advised you must confer with your HR Department regarding your eligibility for protected leave under California Family Rights Act (CFRA) and Parental Leave Laws.

Type of Leave	Duration	Benefit	Eligibility Requirements and Use
California Family Rights Act (CFRA) Baby Bonding Leave	Up to 12 weeks after birth or placement for adoption	<ul style="list-style-type: none"> • Job protected leave • Eligible for benefit continuation of employer contribution for medical/dental/vision 	Eligibility requirements: <ol style="list-style-type: none"> 1. Employed for at least 12 months You are eligible for 12 weeks of protected leave to bond with the child or to take care of a spouse/partner disabled by pregnancy. For baby bonding leave it must occur within 1 year of the birth or 1 year anniversary of placement for adoption or foster care. The 1,250 is not a requirement for baby bonding but is a requirement for the caring of family member.
Paid Parental Leave § 45196.1 (K-12 Classified) AB 2393	Runs Concurrent with CFRA (baby bonding)	<ul style="list-style-type: none"> • Entitled to one 12-week “paid parental leave” per year. • Paid leave means that the employee is required to use all of their accrued sick leave and then entitled to partial (50%) pay (classified employee) sub differential (certificated employee) as long as all sick leave has been exhausted. 	Eligibility requirements: <ol style="list-style-type: none"> 2. Employed for at least 12 months 3. Exhaust all current and accumulated sick leave 4. May use vacation leave but not required Employees do not have to be FMLA or CFRA eligible to use sick leave for parental leave.
Maternity Paternity Leave without Pay (contract language)	Must return to work before the 1 year anniversary of the birth or placement of child.	<ul style="list-style-type: none"> • Leave is unpaid and health benefits are not paid for by the SCOE. 	Eligibility requirements: <ol style="list-style-type: none"> 1. Leave must be completed by the 1 year anniversary of birth or placement.