



## LOS ANGELES UNIFIED SCHOOL DISTRICT

### Evidence of Relationship (EOR) Information Sheet: Newborn, Adoption, or Foster Care Parental Leave

Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA)

Pregnancy Disability Leave (PDL), Paid Parental Leave (PPL)

#### SECTION I: For Completion by the SUPERVISOR

**INSTRUCTIONS:** Complete Section I before giving this form to the employee. You may not ask an employee to disclose information other than what is permitted under the applicable regulations. Employers must maintain confidential leave records that document an employee's medical certifications/recertification and other documents, separately from the employee's personnel files.

School Site/Division

Supervisor/Administrator

Date

Employee Name

Employee #

#### SECTION II: Guidelines for the EMPLOYEE

**INSTRUCTIONS:** You are required to submit a timely, complete and sufficient documentation to support requests for protected absences and/or formal Leave of Absence. Submittal of Evidence of Relationship (EOR) is required by LAUSD in order to obtain and/or retain leave protections to bond with a child. **Evidence of Relationship (EOR) should be returned within 15 calendar days of request.** Failure to provide a complete and sufficient documentation may result in the delay or denial of your request for protected absences and/or formal Leave of Absence.

Bonding Form/Certification	Description
Health Care Provider Certification of Birth	An original letter obtained from the birth mother's health care provider or hospital where the birth took place that includes the parent's name and the child's date of birth.
Birth Certificate	A copy of the certificate issued by the city or county office in which the child is born.
Foster care Placement Letter	A copy of the letter of foster care placement issued by the county or city department of social services or authorized voluntary foster care agency. New placement of foster care documentation must indicate the date the child was placed in your custody (home).
Adoption Placement Letter	A copy of the letter of adoption placement issued by the county or city department of social services or authorized adoption agency. New placement of adoption documentation must indicate the date the child was placed in your custody (home).
Court Documents of Adoption	A copy of the court document finalizing adoption or documentation in furtherance or court order finalizing adoption. New placement of adoption documentation must indicate the date the child was placed in your custody (home).

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