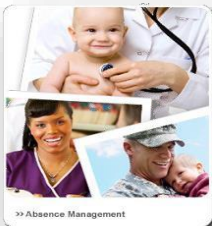


# PARENTAL LEAVE CHECKLIST



This checklist will guide you through the process of going on Parental Leave. As with any other job-protected absence, you should partner with your site administrator/supervisor to ensure a seamless Parental Leave.

Division of Risk Management and Insurance Services  
Integrated Disability Management (IDM) Branch  
February 2019



Welcoming a new child - whether it be the birth of a new baby or placement of a child through adoption or foster care - is one of the most wonderful occasions of your life.

We want to be the first to say congratulations on this momentous life-event and all of our best wishes for you and your growing family!



We know that families thrive when parents and care-givers are provided the opportunity to foster relationship with a new child without the interruption of daily work commitments.

That's why an eligible employee who is a new parent or foster care-giver is entitled by federal and state law, as well as District policy, to take a leave of absence from work to bond with their new child.

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## BEFORE GOING ON LEAVE

### FAMILIARIZE YOURSELF WITH THE UNPAID PARENTAL LEAVE (BONDING) & PAID PARENTAL LEAVE KNOWLEDGE BANK



#### EDUCATE YOURSELF REGARDING UNPAID PARENTAL LEAVE (BONDING) AND PAID PARENTAL LEAVE (PPL)

There are two paths for taking leave for the purposes of bonding during the first year following the birth or placement of a child with the parent through adoption or foster care:

- ✓ Unpaid Parental Leave (Bonding) under FMLA/CFRA; or
- ✓ Paid Parental Leave (PPL) under the California Education Code

Once you choose a path, you must follow that path throughout the duration of your leave, even if you do not take all of your leave entitlement in a single, continuous period.

Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) allow eligible employees to take up to 12-workweeks of unpaid, job-protected time off for the purposes of bonding during the first year following the birth or placement of a child with the parent through adoption or foster care.

To be eligible for Unpaid Parental Leave (Bonding) under FMLA/CFRA, you must have at least 12 months of employment (not necessarily consecutive) over the past seven (7) years AND at least 130 days worked (1250 hours worked for units A, E, G, and Classified Substitutes) in the 12 months immediately preceding your first absence date.

Employees who are eligible and entitled to Bonding use their Personal Necessity (PN) while on leave. PN is a maximum of six (6) days (seven (7) days for Unit D) per fiscal (school) year and available with full pay illness only.

California Education Code Sections 44977.5 and 45196.1 mandates eligible school employees be paid a portion of their salary for the purposes of bonding during the first year following the birth or placement of a child with the parent through adoption or foster care.

To be eligible for Paid Parental Leave (PPL) under the California Education Code, you must have at least 12 months of employment (not necessarily consecutive) over the past seven (7) years AND be a classified or certificated employee.

Employees who are eligible and entitled to PPL use their full pay and half pay illness while on leave.

Eligible and entitled employees who exhaust ALL available illness pay and continue to be absent for the purposes of PPL are compensated at a rate of 50% of their regular salary for the remaining portion of the 12-workweeks.

Substitute employees, temporary employees, unclassified employees and employees who are neither classified not certificated are not eligible for PPL, but may be eligible for Bonding under FMLA/CFRA.

If you are enrolled in District-sponsored benefits prior to going on leave, your health benefits will be maintained during any period of Bonding and PPL leave under the same conditions as if you were working.

Bonding and PPL under FMLA/CFRA also provides return rights to your same position (unless the position has been closed due to a reduction in force) or an equivalent position (same tasks, skills, benefits, and pay).

PPL runs concurrently with FMLA/CFRA and is reduced by any period of time used for any other FMLA/CFRA-qualifying reason.

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**DETERMINE YOUR PLANNED ABSENCE DURATION(S)**

Eligible employees are entitled to up to 12-workweeks of Unpaid Parental Leave (Bonding) or Paid Parental Leave (PPL).

Bonding or PPL can be taken in one, continuous period of time or in smaller intermittent blocks.

If you decided to take your leave in intermittent blocks, the minimum duration of the leave shall be two weeks. The District does allow you to take time in less than two weeks' duration on up to two occasions; however, half-days and reduced work schedules are not allowed.

An employee shall not be provided more than one 12-workweek period for Bonding or PPL during any 12-month period.

Bonding or PPL utilized for the purposes of bonding during the first year following the birth of a child must be completed by the child's first birthday.

Bonding or PPL utilized for the purposes of bonding during the first year following placement of a child with the parent through adoption or foster care must be completed by the one year anniversary date of the placement.

If the District employs both parents, the District limits the period of unpaid Parental Leave (Bonding) or PPL to 12 total workweeks to be shared between both parents.



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## UNDERSTAND YOUR RESPONSIBILITIES UNDER UNPAID PARENTAL LEAVE (BONDING) AND PAID PARENTAL LEAVE (PPL)

You should provide advance notice if your need for Unpaid Parental Leave (Bonding) or Paid Parental Leave (PPL) is foreseeable or as soon as reasonably possible if your need for Bonding or PPL is unforeseeable.

You are required to comply with usual and customary call-in and reporting procedures in accordance with your work location and Collective Bargaining Agreement.

You are required to complete the Certification/Request of Absence form when requesting any absence for Bonding or PPL.

You are responsible for informing your work location of any changes in your return to work date and/or extensions of your leave.

Opting to take Bonding instead of PPL:

- ✓ Employees eligible for PPL, but opting to take time unpaid must meet the 130 days worked (1250 hours worked for units A, E, G, and Classified Substitutes) in the 12 months immediately preceding the first absence date requirement under FMLA/CFRA.
- ✓ Employees eligible for PPL, but opting to take an unpaid leave cannot use full and half pay illness and will not be compensated at 50% of regular wages for any portion of the 12-workweeks. You can; however, use Personal Necessity (PN).

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## REVIEW THE DISTRICT'S PROTECTED ABSENCE POLICIES AND RESOURCES

Review the District's Unpaid Parental Leave (Bonding) and Paid Parental Leave (PPL) program information on the Integrated Disability Management (IDM) Resources/Forms page of the District website. There you will find publications and tools to help you prepare for your Parental Leave.

Family and Medical Leave Act (FMLA)/California Family Rights Act (CRFRA)  
Policy BUL-1205.3

Paid Parental Leave (PPL) Policy BUL-6861.0

## EDUCATE YOURSELF ON DISTRICT LEAVES, BENEFITS, AND PAYROLL POLICIES

### THE DISTRICT REQUIRES A FORMAL LEAVES OF ABSENCE FOR ABSENCES OF 20 OR MORE CONSECUTIVE WORK DAYS

The term “formal leave” refers to any leave of more than 20 consecutive work days in duration. Formal leaves must be applied for in writing using District forms.

A formal Unpaid Parental Leave (Bonding) or Paid Parental Leave (PPL) is a leave granted to an employee for absence covering a period of more than 20 consecutive working days for the purposes of bonding during the first year following the birth or placement of a child with the parent through adoption or foster care.

For Laws and Rules on Leaves of Absence, refer to Personnel Commission Rule 803: [Leaves of Absence](#)

For information regarding Qualifying Conditions for PN, refer to Certificated Human Resources Division Policy: [L12 - Leave of Absence - Personal Necessity](#)

You can find information related to Leaves of Absence for your specific Collective Bargaining Agreement on the Office of Labor Relations website under [Union Contracts](#)

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### EDUCATE YOURSELF ON DISTRICT BENEFITS ADMINISTRATION PROCEDURES

Get answers to your benefits questions regarding topics such as:

**Maintaining Health Care Benefits:** Your job-protected Unpaid Parental Leave (Bonding) or Paid Parental Leave (PPL) entitles you to continue participation in District sponsored benefits regardless of whether or not your absence is paid or unpaid.

**Dependent Eligibility:** You must complete the "Change of Dependent Status" form to add a dependent for coverage under the District's health benefit plans. Forms submitted within 30 calendar days from delivery will have your child's coverage retroactive to the date of birth or adoption.

**Flexible Spending Accounts:** Enables you as an active employee to save money by using pre-taxed wages to pay for certain dependent care and/or health care expenses.

The District's Benefits Administration information can be found on the LAUSD website under [Benefits Administration](#)





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## EDUCATE YOURSELF ON DISTRICT PAYROLL ADMINISTRATION PROCEDURES

Unpaid Parental Leave (Bonding): Eligible employees taking an unpaid leave for purposes of bonding during the first year following the birth or placement of a child with the parent through adoption or foster care under FMLA/CFRA are required to use any available Personal Necessity (PN) and accrued vacation time (if available) before going unpaid.

PN is available with full pay illness only for up to six (6) days (seven (7) days for Unit D) per fiscal year.

Paid Parental Leave (PPL): Eligible employees use available illness time (full and half pay) for up to 12-workweeks for the purposes of bonding during the first year following the birth or placement of a child with the parent through adoption or foster care. If you exhaust full-pay illness, you can opt to use accrued vacation time (if available) in lieu of going into half-pay illness.

Eligible employees who exhaust ALL available illness time and continue to be absent for the purposes of bonding during the first year following the birth or placement of a child with the parent through adoption or foster care will be compensated at a rate of 50% of regular salary for the remaining portion of the 12-workweeks of PPL.

Employees receiving benefits under the Paid Family Leave Program through the California Employment Development Department (EDD) are not required to use PN and vacation time.

Paid Family Leave with the California EDD and/or private disability employer's statement forms are processed by payroll.

For pay-related questions, please contact:

Payroll Correspondence Unit:  
333 S Beaudry Ave, 27<sup>th</sup> Floor  
Los Angeles, CA 90017  
Phone: 213-241-2570  
Fax: 866-761-7413  
Email: [payrollsupport@lausd.net](mailto:payrollsupport@lausd.net)

Payroll Administrative service request forms can be downloaded from the Payroll Administrative Branch website.

## CREATE A MAP OF YOUR PERSONAL TIMELINE

### THINGS TO CONSIDER AS YOU PREPARE FOR THE BIRTH OR PLACEMENT OF YOUR CHILD

How much time do you plan to take off of work for purposes of bonding during the first year following the birth or placement of a child with the parent through adoption or foster care?

Unpaid Parental Leave (Bonding) or Paid Parental Leave (PPL) can be taken in one continuous period of time or in smaller intermittent blocks. For intermittent blocks, time must be taken in a minimum of two week increments.

Holidays, recesses, or breaks of seven (7) calendar days or more do not count against your continuous Bonding or PPL leave entitlement. **Review your payroll calendar:** [2018-2019 Payroll Calendars](#)

An employee shall not be provided more than one 12-workweek period for Bonding or PPL during any 12-month period, including time taken in intermittent blocks. **Review your My Time Statement on LAUSD MyPay Employee Self-Service (ESS)** and **utilize the FMLA Tracking Worksheet:** [FMLA Forms](#)

How much paid time (full and half pay illness, Personal Necessity, vacation) do you have for your leave? **Access the Employee Self-Service (ESS) LAUSD MyPay to review your paystubs:** [Employee Self-Service \(ESS\)](#)

Is your contact information up to date? **Access the Employee Self-Service (ESS) LAUSD MyProfile to review and make changes to your permanent and emergency contact information for District records:** [Employee Self-Service \(ESS\)](#)



## FORMALLY INITIATE YOUR LEAVE REQUEST

### SUBMIT EVIDENCE OF RELATIONSHIP

Employees requesting Unpaid Parental Leave (Bonding) or Paid Parental Leave (PPL) for the purposes of bonding during the first year following the birth or placement of a child with the parent through adoption or foster care must submit Evidence of Relationship.

Evidence of Relationship Guidelines:

**Health Care Provider Certification of Birth:** An original letter obtained from the birth parent'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 was born.

**Foster Care Placement:** A copy of the letter of foster care placement issued by the city or county department of social services or authorized voluntary foster care agency. New placement of foster care documentation must include the date the child was placed in your custody (home).

**Adoption Placement Letter:** A copy of the letter of adoption placement issued by the city or county 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).

Please Note:

- ✓ Unpaid Parental Leave (Bonding) cannot commence prior to the birth of the child.
- ✓ Paid Parental Leave (PPL) cannot commence prior to the birth or placement of a child with the parent through adoption or foster care.

Additional information is available in the District policy bulletins:

Family and Medical Leave Act (FMLA)/California Family Rights Act (CFRA) Policy BUL-1205.3

Paid Parental Leave (PPL) Policy BUL-6861.0

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## SUBMIT THE CERTIFICATION OF ABSENCE

Unpaid Parental Leave (Bonding) or Paid Parental Leave (PPL) can be taken in one, continuous period of time or in smaller intermittent blocks.

If you decided to take your time in intermittent blocks, the time must be taken in a minimum of two week increments. The District does allow you to take time in less than two week increments on up to two occasions; however, half-days and reduced work schedules are not allowed.

Certification/Request of Absence form is required to be completed for all absences, including those related to Bonding or PPL.

To use available full and half pay illness or Personal Necessity (PN), complete the Certification of Absence Illness Form:

- ✓ Check Option D for Parental Leave (Birth of a child/Newly adopted/New Foster care)
  - Indicate Paid or Unpaid
- ✓ FMLA/CFRA Information:
  - Confirm your request for your absence to be job-protected under number 5
- ✓ Important LAUSD information:
  - Indicate whether or not the appropriate documentation has been submitted with your request under number 6

To use accrued and available vacation time, complete the Certification of Absence Non-Illness Form:

- ✓ Check Option L for Paid Parental Leave (Birth of a child/Newly adopted/New Foster care)
  - Indicate Accrued or 1994 Vacation Bank Requested

**Please note that proper Evidence of Relationship is required in order to have your absences reported as a job-protected absence.**

Additional information is available in the District policy bulletin: Certification of Absence Forms Policy BUL-6307.4.



## REQUEST, COMPLETE, & SUBMIT THE LEAVE OF ABSENCE PACKET

The District requires you to request a formal Leave of Absence anytime you will be away from work for 20 or more consecutive work days.

### **Certificated Employees:**

Complete the Certificated Request for Leave of Absence (form 1065) and secure the signature of your administrator.

Submit ORIGINALS of forms 1065 along with any attachments to Human Resources:

LAUSD Certificated Assignments and Support Services Section  
15th Floor of the Beaudry Bldg.  
PO Box 3307 (Dept. S)  
Los Angeles, CA 90051

#### IF THE REQUEST IS FOR AN ADMINISTRATOR:

LAUSD Administrative Assignments Unit  
14th Floor of the Beaudry Bldg.  
PO Box 3307  
Los Angeles, CA 90051

#### IF THE REQUEST IS FOR DIVISION OF ADULT AND CAREER EDUCATION:

DACE Personnel Unit  
15th Floor of the Beaudry Bldg.  
Los Angeles, CA 90017

### **Classified Employees:**

Complete the Leave of Absence Request for Classified Employees (form PC 5006) and secure the signature of your administrator.

Submit ORIGINALS of forms PC 5006 and 5166 along with any attachments to Personnel Commission:

LAUSD Classified Employment Services Branch  
12th Floor of the Beaudry Building  
PO Box 513307  
Los Angeles, CA 90051-1307

Please Note:

- ✓ Unpaid Parental Leave (Bonding) cannot commence prior to the birth of the child.
- ✓ Paid Parental Leave (PPL) cannot commence prior to the birth or placement of a child with the parent through adoption or foster care.

## WHILE ON LEAVE

### REVIEW YOUR BENEFITS PACKAGE FOR COVERAGE & CHANGES

#### CONSIDER ENROLLING YOUR CHILD IN DISTRICT BENEFITS

Because the birth or adoption of your child is a qualifying Major Life Event, you may enroll your new family member in a Health Benefit Plan.

Your newborn must be enrolled within 30 days of birth for continuous coverage. The complimentary hospital certificate will be accepted in lieu of a birth certificate for newborns to five months of age only. If the required documents are received after 30 days, your newborn will be covered on the first of the month after the verification was received.

A copy of the document verifying legal adoption/guardianship issued by the court is required. If the required documents are received within 30 days of adoption/guardianship, coverage will begin on the date of adoption/guardianship. If submitted after 30 days, coverage will begin on the first of the month after the documentation is received.

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#### CONSIDER ENROLLING IN ANY FLEXIBLE SPENDING ACCOUNT (FSA)

Because the birth or adoption of your child is a qualifying Major Life Event, you may enroll in a Health Care and/or Dependent Care FSA.

Eligible Health Care FSA expenses include prescription eyewear/contact lenses and deductibles/co-pays for medical, orthodontic, and prescription drugs.

Eligible Dependent Care FSA expenses include child/adult daycare services provided in your/any home and annual registration for licensed daycare centers.

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**REVIEW YOUR DISTRICT-PROVIDED AND OPTIONAL LIFE INSURANCE COVERAGES AND BENEFICIARIES**

Optional life insurance is a voluntary benefit that allows you a greater level of life insurance than the \$20,000 basic life coverage provided by the District. It also allows insurance coverage for eligible dependents including children and spouses/domestic partners.

If you need to add or change beneficiaries, complete the life insurance carrier's Beneficiary Designation Request Form.

If you would like to cancel or reduce beneficiary amounts, complete the life insurance carrier's Change Request form.

The District's Benefits Administration information, including Change of Dependent Status forms, a complete list of eligible FSA expenses, and life insurance forms can be found on the LAUSD website under [Benefits Administration](#)



## PREPARE TO RETURN TO WORK

### REQUEST, COMPLETE, & SUBMIT THE REQUEST TO RETURN FROM LEAVE FORMS

In addition to submitting your forms to Certificated HR or the Personnel Commission, you must notify your work location as soon as possible regarding your scheduled return date.

#### **Certificated Employees:**

Complete the Certificated Request to Return from Leave form 1038. Submit the ORIGINALS of form 1038 with any attachments to Human Resources at:

LAUSD Certificated Assignments and Support Services Section  
15th Floor of the Beaudry Bldg.  
PO Box 3307 (Dept. S)  
Los Angeles, CA 90051

#### IF THE REQUEST IS FOR AN ADMINISTRATOR:

LAUSD Administrative Assignments Unit  
14th Floor of the Beaudry Bldg.  
PO Box 3307  
Los Angeles, CA 90051

#### IF THE REQUEST IS FOR THE DIVISION OF ADULT AND CAREER EDUCATION:

DACE Personnel Unit  
15th Floor of the Beaudry Bldg.  
Los Angeles, CA 90017

#### **Classified Employees:**

Complete the Classified Notice of Intent to Return to Work PC Form 5178. Submit ORIGINALS of form 5178 to Personnel Commission at:

LAUSD Classified Employment Services Branch  
12th Floor of the Beaudry Building  
PO Box 513307  
Los Angeles, CA 90051-1307



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 **STAY IN TOUCH**

Keep your administrator/work location informed of any changes in your return to work date, extensions of leave, or other leaves commencing immediately following the end of your Unpaid Parental Leave (Bonding) or Paid Parental Leave (PPL). If you are requesting additional leave, you must submit required supporting documentation to:

**Certificated Employees:**

Human Resources at: LAUSD Certificated Assignments and Support Services Section

**Classified Employees:**

Personnel Commission at: LAUSD Classified Employment Services Branch



## RETURNING FROM LEAVE

### GETTING UP TO SPEED AND SETTLING IN

#### MEET WITH YOUR ADMINISTRATOR OR SUPERVISOR

Plan on meeting with your administrator or supervisor upon returning to work to catch up on what occurred during your absence such as the status of any workload/projects, changes in policies/procedures, and new or revised assignments.

#### MANDATORY TRAINING

Complete all mandatory training as soon as possible after returning to work, if applicable. Talk with your administrator or supervisor.



## CONTACT INFORMATION AND RESOURCES

### CONTACT INFORMATION

For further assistance during your leave, please reference the following Resources and Contacts:

Information Related To:	Resource	Contact Phone	Contact Other
<b>Protected Absences</b>	IDM – Absence Management	213-241-3954	<a href="mailto:fmia@lausd.net">fmia@lausd.net</a>
<b>District Leaves of Absence (Certificated Staff)</b>	Certificated HR	213-241-5100	<a href="#">Leaves of Absence</a>
<b>District Leaves of Absence (Classified Staff)</b>	Personnel Commission	213-241-7800	<a href="mailto:classifiedpersonnel@lausd.net">classifiedpersonnel@lausd.net</a>
<b>Pay While on Leave</b>	Payroll Administration	213-241-2570	<a href="mailto:payrollsupport@lausd.net">payrollsupport@lausd.net</a>
<b>Benefits: Coverage, Enrollment, Changes</b>	Benefits Administration	213-241-4262	<a href="mailto:benefits@lausd.net">benefits@lausd.net</a>
<b>Employee Health Services</b>	TB Screening and Compliance	213-241-6326	<a href="mailto:employeehealth@lausd.net">employeehealth@lausd.net</a>
<b>Collective Bargaining Agreement Information</b>	Labor Relations	213-241-8322	<a href="#">Office of Labor Relations</a>
<b>Pension Coverage and Benefits (Certificated Staff)</b>	CalSTRS	800-228-5453	<a href="http://www.calstrs.com">www.calstrs.com</a>
<b>Pension Coverage and Benefits (Classified Staff)</b>	CalPERS	888-225-7377	<a href="http://www.calpers.ca.gov">www.calpers.ca.gov</a>
<b>Deferred Compensation 403(b)</b>	TSA Consulting	888-796-3786	<a href="http://www.tsacg.com/lausd/">www.tsacg.com/lausd/</a>
<b>Deferred Compensation 457(b)</b>	Voya	844-525-2873	<a href="https://my.voya.com">https://my.voya.com</a>
<b>State Disability Insurance (SDI)</b>	California EDD	800-480-3287	<a href="http://www.edd.ca.gov">www.edd.ca.gov</a>
<b>Paid Family Leave (PFL)</b>	California EDD	877-238-4373	<a href="http://www.edd.ca.gov">www.edd.ca.gov</a>

## RESOURCES

The District's protected absence and parental leave-related policy bulletins, Personnel Commission (PC) Rules, and Collective Bargaining Agreements (CBA) can be found on the IDM page of the District website under [District Protected Absence and Leaves of Absence Information](#)

District Leaves of Absence programs and administrative practices comply with Federal and state laws and District documents, including:

Family & Medical Leave Act (FMLA) - [www.dol.gov](http://www.dol.gov)

California Family Rights Act (CFRA) - [www.dfeh.ca.gov](http://www.dfeh.ca.gov)

Fair Employment and Housing Act (FEHA) - [www.dfeh.ca.gov](http://www.dfeh.ca.gov)

California Labor Code - [www.dir.ca.gov](http://www.dir.ca.gov)

Americans with Disabilities Act (ADA) - [www.ada.gov](http://www.ada.gov)

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This checklist is provided for informational and discussion purposes only. It cannot modify or change District Policy, Collective Bargaining Agreements (CBA), Personnel Commission (PC) Rules, or Federal and/or state laws in any way.

The administrative provisions of the District's policy bulletins and status of benefits are subject to change if contracts, laws, and/or mandates change. Please check your CBA or the PC Rules that covers your job classification for further benefits and provisions available during your absence.

IDM would like to thank all of our business partners for their commitment and invincible enthusiasm to this project including:

Benefits Administration  
Employee Health Services  
Human Resources  
Office of General Counsel  
Payroll Administration  
Personnel Commission  
Staff Relations

