

HUMAN RESOURCE SERVICES

1515 Hughes Way, Long Beach, CA 90810 (562) 997-8651

REQUEST FOR CFRA CHILD BONDING LEAVE CERTIFICATED EMPLOYEES

Effective January 2016

Employees may not provide substitute service while on a paid child bonding leave.

Adoptive parents will need to complete and submit a Request for Absence Due to Adoption/Foster Care Placement.

Effective January 1, 2016, eligible certificated employees may receive statutory pay during maternity/paternity leave for child bonding under the California Rights Act (CFRA) per Education Code § 44977.5. Any available leave under the Family Medical Leave Act (FMLA) will run concurrently with CFRA child bonding leave. The maximum leave available in a 12-month period is 12 work weeks. If both parents are District employees, a total of 12 work weeks may be shared between them. Employees must meet CFRA eligibility requirements to receive statutory pay during child bonding leave.

<u>CERTIFICATED:</u> □ Regular Contract Permanent or P	robationary	
Last Name, First MI	Employee Number Job Title	
Street Address	City, State ZIP (Area Code) Phone Numb	 per
Assignment Location	Subject/Grade Level Track	
Dates Requested: Please indicate if you plan to take your child bo Plan for Child Bonding Leave:	onding leave in increments of less than 12 weeks.	
Please indicate by Duty/School Year Calendar.	From: / / To: / Month Day Year Month Day	/
Child bonding leave must be utilized within 12 months of the birth or placement of the child/children.	Month Day Year Month Day From: / / To: / Month Day	
requirements. <u>All Requests</u> : Please complete this section.	maximum of 12 weeks is available for this leave, if you meet e if both parents are currently employed by LBUSD. ☐ Yes ☐ No n with LBUSD. ☐ Certificated ☐ Classified	ngionity
Employee Signature Date	**Principal/Manager Signature Date (** For Notification Only)	
Please complete all sections above and	I submit to your supervisor or manager for notification.	
	For HRS USE ONLY	
☐ 12 Mth LBUSD Work ☐ FMLA Hours ☐ Utilized FMLA/CFRA ☐ Approval Letter Sent		
☐ Ineligible Letter Sent ☐ HRMS ☐ On Line	HRS Director Signature Date	
Payroll Notified	HRS Assistant/Deputy Superintendent Signature Date	

Certificated: January 2016