



**HUMAN RESOURCE SERVICES**  
1515 Hughes Way, Long Beach, CA 90810  
(562) 997-8651

**CERTIFICATED EMPLOYEES  
NOTICE OF RIGHTS AND OBLIGATIONS**

**FAMILY CARE AND MEDICAL LEAVE (FMLA/CFRA LEAVE) AND PREGNANCY  
DISABILITY LEAVE**

The preceding information describes the District's policies and procedures in connection with pregnancy-related disability leave and family medical leave. The following is a summary of your legal rights and obligations. Please review carefully.

- ◆ Under the Family Care and Medical Leave Act and the California Family Rights Act of 1993 (CFRA), if you have more than 12 months of service with us and have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, you may have a right to an unpaid family care or medical leave (FMLA/CFRA leave). This leave may be up to 12 workweeks in a 12-month period for the birth, adoption, or foster care placement of your child or for your own serious health condition or that of your child, parent or spouse.
- ◆ 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. 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.
- ◆ Statutory leave utilized for the purpose of child bonding leave following the pregnancy disability leave is not deducted from an eligible employee's statutory leave balance. Statutory sick leave used for the purposes of adoption leave is deducted from the employee's statutory leave balance.
- ◆ If disabled by pregnancy, childbirth or related medical conditions, you are entitled to take a pregnancy disability leave of up to four months, depending on your period(s) of actual disability. If you are CFRA-eligible, you have certain rights to take BOTH a pregnancy disability leave and a CFRA leave for reason of the birth of your child (bonding). Both leaves contain a guarantee of reinstatement to the same or to a comparable position at the end of the leave, subject to any defense allowed under the law.
- ◆ If possible, you must provide at least 30 days advance notice for foreseeable events (such as the expected birth of a child or a planned medical treatment for yourself or of a family member). For events which are unforeseeable, we need you to notify us, at least verbally, as soon as you learn of the need for the leave.
- ◆ Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until you comply with this notice policy.
- ◆ We may require certification from your health care provider before allowing you a leave for pregnancy or your own serious health condition or certification from the health care provider of your

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**Certificated Employees  
Notice of Rights and Obligations  
Family Care and Medical Leave (FMLA/CFRA LEAVE) and Pregnancy Disability Leave**

child, parent, or spouse who has a serious health condition before allowing you a leave to take care of that family member. When medically necessary, leave may be taken on an intermittent or a reduced work schedule.

- ◆ If you are taking a leave for the birth, adoption or foster care placement of a child, the basic minimum duration of the leave is two weeks and you must conclude the leave within one year of the birth or placement for adoption or foster care. If you and your spouse both work for the District, the combined total of leave available for purposes of bonding or to care for an employee's parent with a serious health condition is 12 work weeks.
- ◆ The District will maintain your coverage under the group health plan for the duration of the family care and medical leave at the same level and under the same conditions coverage would have been provided had you not taken the leave. You remain responsible for and must continue to pay any share of the health premiums you now pay. Child care leave does not include benefits.
- ◆ Your STRS/CalPERS retirement service credit will be impacted when taking an unpaid or partially paid family care, pregnancy disability, or child care leave such as CFRA/FMLA. It will be your responsibility to contact the appropriate agency for specific information.

If you want more information regarding your eligibility for a leave, please do not hesitate to contact Human Resource Services-Certificated, extension 8651.