Employee leave information related to pregnancy, child placement, and baby bonding are explained in this packet.

We hope you will find the information in this packet as a helpful tool in planning for the arrival of your baby. This summary is intended to be an aid in your planning. The regulations regarding many of the provisions described in this packet are complex and subject to change. Feel free to contact Human Resources at any time as we are available to help!
CHECKLIST

Before the Baby Is Born:

- As soon as you learn of your pregnancy, contact your assigned HR Assistant. HR will send you the following:
  - Physician Certification (applies to Father’s as well – for baby’s due date only).
  - Job Description (expecting mother’s only)
- Take these documents with you to your next doctor’s appointment. As soon as you have obtained the completed and signed Physician’s Certification, return it to your assigned HR Assistant. (The sooner, the better – no later than 60 days prior to your due date.) Meet with your assigned HR Assistant to review your plan(s) and timelines as well as to discuss details surrounding leave and what you qualify for. Discuss if you will be taking any additional leave with or without pay (after your medical leave) and create a tentative plan.
  - If you would like more detailed information regarding your pay during any time off of work, contact the Payroll Department.
- HR will notify your supervisor of your projected first day out. However, it is a good idea to talk to your supervisor and plan with them for coverage during your absence.

After the Baby Is Born:

- Within the first 30 days after the baby’s birth, if you are enrolled in VCOE health insurance, contact Payroll to add the baby to your plan. The baby is covered under your plan for the first 30 days.
- Once your doctor releases you to return to work, submit a copy of the doctor’s note or the “Doctor’s Verification of Employee Leave” Form to your assigned HR Assistant (mother’s only).
- If you would like to take additional leave for baby bonding you must request it at least 30 days in advance. More information on baby bonding is provided in this packet.
- If you wish to make a change to your W-2 tax withholding, please contact the Payroll Department.

Leave During Pregnancy and After the Baby Is Born.

This section summarizes leave options during pregnancy and within the first year following the birth of your baby. There are state and federal laws and contract provision that overlap regarding pregnancy and baby bonding after birth. This document does not address the full complexity of each law/provision, but summarizes the law/provision as it applies to VCOE staff. Contact Human Resources with questions and concerns related to leave; do not solely rely on this summary as each case has nuances that we should discuss. Provision for adoption or foster care placement are also available.
The charts below show available leave options for eligible VCOE employees under the qualifying condition: birth of a child or the placement of a child for adoption or foster care. More information on these leave provisions follow the chart.

<table>
<thead>
<tr>
<th>Personal Illness/Injury (Medical) Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>On the sixth day of a consecutive absence, the employee is required to submit a doctor’s note. Can be used both before and after the baby is born for your own medical condition.</td>
</tr>
<tr>
<td>➢ CERTIFICATED ONLY: Once sick leave is exhausted, employee has 5 months of sub differential pay.</td>
</tr>
<tr>
<td>➢ PERMANENT CLASSIFIED ONLY: Once sick leave is exhausted, employee has up to 100 days of half-pay total. (# of sick days + # of half-pay days= 100 days total)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pregnancy-Related Disability Leave (PDL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requires a doctor’s note. Runs concurrently as Illness/Injury Leave.</td>
</tr>
<tr>
<td>CERTIFICATED and CLASSIFIED: Provides up to 4 months (17 1/3 weeks) of unpaid leave while disabled by pregnancy, childbirth or a related medical condition. This leave is an unpaid leave; however benefits remain intact. You also can use other available leaves at the same time, such as injury/illness leave.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Family Medical Leave Act (FMLA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disability due to pregnancy*. Requires a doctor’s note, placing the employee off work. Runs concurrently as PDL and Personal Illness/Injury Leave. Provides up to 12 weeks of unpaid leave. Begins on first day out (not necessarily on the pregnancy due date).</td>
</tr>
<tr>
<td>You must meet FMLA eligibility requirements to use this leave.</td>
</tr>
<tr>
<td>➢ CERTIFICATED and CLASSIFIED: Requires employment for at least 12 months and 1250 actual worked hours in previous calendar year based on first day out.</td>
</tr>
<tr>
<td>*FMLA is applied to a pregnancy related disability in this instance, but can also be used for other qualifying reasons including the placement of a child for adoption or foster care.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>California Family Rights Act (CFRA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provides up to 12 weeks of leave for child bonding (if related to pregnancy). Requires a doctor’s note, medically releasing the employee to return to work.</td>
</tr>
<tr>
<td>You must meet CFRA eligibility requirements to use this leave.</td>
</tr>
<tr>
<td>➢ CERTIFICATED and CLASSIFIED: Requires employment for at least 12 months and 1,250 hours worked in the 12 months immediately prior to starting the leave. Must be taken and concluded by your child’s first birthday. Must be taken in minimum blocks of 2 week durations except on 2 occasions. This is an unpaid leave; however benefits remain intact.</td>
</tr>
<tr>
<td>➢ Time off should be scheduled in advance and must be requested at least 30 days in advance with HR.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Paid Parental Leave (AB 2393)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective January 1, 2017 (Referred to as CFRA Baby Bonding). Same rules apply as CFRA except an employee is not required to have worked 1,250 hours in the 12 months prior. Employee must exhaust all sick leave and then may receive pay as follows:</td>
</tr>
<tr>
<td>➢ CERTIFICATED: Sub-differential pay is available for up to 12 work weeks. (Ed Code 44977 and 87780)</td>
</tr>
<tr>
<td>➢ CLASSIFIED: Half pay, (50% pay), is available for up to 12 work weeks. Also called “Other Entitlement.” (Ed Code 45196 and 88196)</td>
</tr>
<tr>
<td>➢ If you decide to extend your leave, please contact the Payroll Department to determine the cost of benefit coverage.</td>
</tr>
<tr>
<td>➢ Time off should be scheduled in advance and requested at least 30 days in advance with HR.</td>
</tr>
</tbody>
</table>
Summary Charts (Simplified)

The following chart displays leaves available to you while you are medically disabled due to a pregnancy/maternity related condition and requires a note from your doctor certifying that you are medically disabled. All of these leaves run concurrently:

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Duration</th>
<th>Health Benefits Maintained</th>
<th>Paid Leave</th>
<th>Qualifiers Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Illness/Injury Leave (Medical Leave)</td>
<td>5 Months or 100 days</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Pregnancy Disability Leave (PDL)</td>
<td>17 1/3 weeks</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Family &amp; Medical Leave Act (FMLA)</td>
<td>12 workweeks</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

The following chart displays leaves available to you for baby bonding after you are medically cleared to return to work by your doctor. These leaves are also available for child placement for adoption or foster care. Leaves run consecutively to the above medical leaves, but concurrently to each other. Fathers are also eligible to take the leaves below for the birth or placement of a new child. Father’s may take these leaves for baby bonding within their child’s first year of birth:

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Duration</th>
<th>Health Benefits Maintained</th>
<th>Paid Leave</th>
<th>Qualifiers Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>California Family Rights Act (CFRA)</td>
<td>12 workweeks</td>
<td>Yes</td>
<td>No</td>
<td>yes</td>
</tr>
<tr>
<td>Paid Parental Leave (AB 2393)</td>
<td>12 workweeks</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Family &amp; Medical Leave Act (FMLA)</td>
<td>12 workweeks</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Frequently Asked Questions

1. I just found out I’m pregnant! What are my first steps?
Consider letting your site administrator or supervisor know so that preliminary planning for coverage of your position can begin. Contact the Human Resources Assistant whom will handle your file (see list on Page 7). The HR Assistant will then send you some documents to be reviewed and completed by your doctor with the purpose of providing VCOE with estimated dates for your Maternity Leave.

2. How long can I keep working?
You can work as long as you and your doctor agree. This is a medical decision that will not be made by VCOE. If your doctor imposes work restrictions, VCOE will determine whether the restrictions can be reasonably accommodated.

3. I am not due for a few weeks, but my Doctor has placed me off work. What do I do?
If your date of release from work has changed, submit an updated doctor’s note to the Human Resources Assistant with your new release from work date.

4. I delivered my baby! What are my next steps for returning to work?
The HR Assistant handling your maternity file will contact you 1-2 weeks after your due date to become aware of any changes in your maternity timeline. You will need to submit a medical note confirming the date of delivery and your return to work date. Contact the Payroll Department within 30 days of birth to add your baby to your health plan.

5. What is the normal length of time I would be allowed to be off work? When can I return to work?
Because every pregnancy is different, you and your doctor determine the length of time away from work. A routine maternity leave is 6 weeks following a natural delivery, or 8 weeks following a cesarean section. You and your doctor may determine that you need additional time before or after the delivery of your baby.

6. I am ready to return to work. What are my next steps?
Once your doctor determines the length of your recovery period, provide a written release to VCOE to return to work. VCOE practice allows for 6 weeks for natural childbirth and 8 weeks for cesarean childbirth; this practice mirrors State Disability benefits. When you are medically released to work, you may use any remaining Medical/PDL/FMLA leave. Benefits coverage continues during this leave, unless the leave is unpaid as described above.

7. What if I want to stay out a little longer after my doctor releases me?
After you are medically released to return to work, you have the choice to take CFRA, or CFRA and Paid Parental Leave if you meet the eligibility criteria. You should plan this ahead of time and notify the HR Assistant of your plans no less than 30 days than the first day out (i.e., no less than 30 days prior to the first day you are medically released to return to work). You must speak with the HR Assistant to confirm the dates you will be taking for your CFRA/Parental Leave.

8. Do I exhaust my sick leave when I am on maternity leave?
Yes. When you are unable to work because of pregnancy or childbirth related conditions, your sick leave is exhausted first and runs concurrently with any PDL or FMLA leave you use.
9. What happens when I run out of sick days?
If you are placed on medical leave by your doctor, (also referred to as illness/injury leave, see page 2), and your sick days are exhausted, you are entitled to either 5 months of sub differential rate pay or 50%/half-pay, depending on if they are certificated or classified. Please refer to the chart on page 2 of this packet to review. For more detailed information, contact the Payroll Department.

10. What about my benefits?
Benefit coverage will continue until your doctor releases you to return to work. If PDL, FMLA, and CFRA are exhausted and you do not return to work, VCOE will not continue to cover the cost of your benefits and you will be responsible for the full premium of your benefits. Also, you will be required to reimburse VCOE for the amount VCOE paid to continue your benefit coverage during your FMLA/CFRA leave. Contact the Payroll Department for information specific to your situation.

11. Do I qualify for state disability (SDI)?
No, VCOE employees do not pay State Disability Insurance (SDI) and are not eligible.

12. Does a certificated employee returning from an extended leave receive the same assignment upon return?
Every effort is made to return employees to their former assignment. Please refer to the Certificated Bargaining Unit Agreement - Article 27: Leaves.

13. I have income protection with American Fidelity. Can I use it? How does it work?
Contact the disability carrier directly to discuss your plan. They will guide you through the process, in collaboration with the Payroll Department.

14. I am a nursing mother. What supports are in place?
Your administrator and the Risk Manager will work with you to determine a location and time for you to have privacy for this need during your work day. If you are uncomfortable working with your administrator on this matter, contact the Human Resources Director.

15. My wife is having a baby. Am I eligible for any leaves?
If you have been employed with VCOE for 12 months, you may be eligible for leave to bond with your new baby. Please see page 4 of this packet and contact Human Resources to learn more about baby bonding.

FAQs Links:


Other Resources:
Please visit the VCOE website at www.vcoe.org/Human-Resources/Labor-Contracts-Handbooks for all employee handbooks (Certificated, Classified, Management, and Paraeducators).
Feel free to contact the Human Resources Assistant whom would handle your file as indicated below.

**Human Resources**

Employees with Last Name beginning with A – G please contact:
- Amanda Castellanos-Rodriguez
  Human Resources Assistant (805) 383-9338
  ACRodriguez@vcoe.org

Employees with Last Name beginning with H – M please contact:
- Chelsie Newman
  Human Resources Assistant (805) 383-9339
  CNewman@vcoe.org

Employees with Last Name beginning with N – Z please contact:
- Corrina Tripp
  Human Resources Assistant (805) 383-914
  CTripp@vcoe.org

**Payroll**

Employees with Last Name beginning with A – G please contact:
- Payroll
  (805) 383-1930

Employees with Last Name beginning with H – M please contact:
- Lindsay Oxford, Payroll/Benefits Specialist
  (805) 383-1951
  LOxford@vcoe.org

Employees with Last Name beginning with N – Z please contact:
- Grace Rivera, Payroll/Benefits Specialist
  (805) 383-1948
  GRivera@vcoe.org

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Pamela Heron  
Risk Manager  
(805) 383-1916

Christina Suarez  
Payroll Manager  
(805) 383-1930

Teri Gern  
Chief Human Resources Officer

Darlene Avalos  
Director of Human Resources