



NOTICE OF RIGHTS AND OBLIGATIONS

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

The following is a summary of your legal rights and obligations related to family care or medical leave. 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.
- ◆ 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.
- ◆ Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period.
- ◆ 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 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.
- ◆ Taking an unpaid family care or medical leave, pregnancy disability, or child care leave may impact your seniority.

If you want more information regarding your eligibility for a leave, please do not hesitate to contact Human Resource Services - Certificated, extension 8651 or Classified, extension 8430. More information is also available on the Human Resource Services website, For Current Employees.