

LEMOORE UNION ELEMENTARY SCHOOL DISTRICT
REQUEST FOR PARENTAL BONDING LEAVE (AB 2393)

Name _____ Position _____

Address _____

School Site/Department _____

Leave is requested from _____ through _____
(First day) (Last day)

Effective January 1, 2017, to be entitled to up to 12 workweeks of parental bonding leave, employees must be eligible for child bonding leave under the California Family Rights Act (CFRA) to the extent that he or she must have been employed by the District for at least 12 months, but need not have worked 1,250 hours in the 12 months prior to commencing the leave. Paid leave used under the AB2393 shall run concurrently with unpaid CFRA child bonding leave.

The undersigned Employee acknowledges, understands, and agrees that:

1. For purposes of this leave request, "parental bonding" leave means child bonding or child care leave taken within the first 12 months following the birth of a child of the employee or the placement of a child in the employee's household for adoption or foster care.
2. Pursuant to Education Code section 44977.5 (certificated) and 45196.1 (classified), when an eligible employee who has exhausted all paid sick leave, including accumulated sick leave, continues to be absent for purposes of parental bonding under the California Family Rights Act (CFRA; Government Code section 12945.2) he or she may use up to 12 workweeks of Extended Illness Leave concurrently with the unpaid CFRA leave entitlement, in accordance with LETA and LECO collective bargaining agreements and board policies.
3. For purposes of this paid parental bonding leave only, all sick leave and accumulated sick leave shall be used and exhausted before Extended Illness Leave may be utilized. The 12 workweeks shall be reduced by any period of sick leave, including accumulated sick leave, taken during a period of parental bonding pursuant to CFRA (Governmental Code Section 12945.2).
4. An employee shall not be provided more than one 12-week period of paid absence for parental bonding leave in any 12-month period. However, if a school year terminates before the 12-week period is exhausted; the employee may take the balance of the 12-week period in the subsequent school year.
5. Leave taken pursuant to this section shall be in addition to leave taken by an employee due to her disability caused or contributed to by pregnancy, childbirth or related medical condition.
6. If both parents work for the District, the maximum combined leave available to the parents for parental bonding is 12 workweeks.
7. Any parental bonding leave must be requested in writing to the Director of Human Resources, a minimum of 30 days prior to the date the leave is proposed to commence, with the exception of emergency situations, which are taken on a case by case basis.

Signature of Employee

Date

Signature of Supervisor

Date

(Submit original to Human Resources Department to complete the section below)

Leave Approved

Leave Denied*

*Reason/Comments _____

Signature of Director of Human Resources

Date