

## MATERNITY/PATERNITY LEAVE and CHILDBONDING

Congratulations on the new baby coming!

### **MATERNITY LEAVE (Mother)**

Your doctor's note is required by the District and the length of your leave is determined by your doctor's note. The note must include the first date of your maternity leave as well as the last date of your maternity leave. Submit your doctor's note as soon as you receive it, to:

**Classified Staff:** Nadia Astakhov - [nadia.astakhov@hesperiausd.org](mailto:nadia.astakhov@hesperiausd.org)

**Certificated Staff:** Katie Kistner - [katie.kistner@hesperiausd.org](mailto:katie.kistner@hesperiausd.org)

You may drop off, or email your doctor's note to us anytime.

With the onset of your maternity leave, as indicated by your doctor's note, you will receive full pay for as many days as you have accrued in your sick leave bank. Once your sick leave has been exhausted, and you are still under doctor's orders to be off work, you will receive differential pay (certificated staff) or 50% pay (classified staff). You may receive up to one hundred (100) days of differential pay/50% pay, as long as you remain under doctor's orders to be off work. If eligible, this leave will run concurrently with Family Medical Leave Act (FMLA).

### **PATERNITY LEAVE (Father) - Certificated Staff Only**

You will be provided a paid leave not to exceed three (3) days for paternity leave at the time of the birth of the child. These days will be deducted from personal necessity days, which ultimately will be deducted from your accumulated sick leave. A copy of the child's birth certificate shall be required. If eligible, this leave will run concurrently with Family Medical Leave Act (FMLA)/California Family Rights Act (CFRA).

### **CHILD BONDING (AB 2393)**

If you wish to take additional paid leave (AB 2393), and are found eligible under the California Family Rights Act (CFRA), you are required to submit a request in writing 30 days in advance of when the leave is to commence. Your request must include the beginning and ending dates of leave. A copy of the child's birth certificate must be submitted with the request. The hospital birth certification is acceptable.

AB 2393 allows you, if eligible, to take leave for the purposes of child bonding. You may take up to 12 workweeks of child bonding leave within the first 12 months of the birth of your child. If both parents work for the District, you may only take 12 weeks combined for child bonding. Leave does not have to be consecutive weeks but must be a minimum duration of two weeks. On two occasions, the district may approve leave requests for less than two weeks. This leave will begin once maternity leave has ended, or when the child is born if you are the father. AB 2393 is a paid leave, and you will receive full pay for as many days as available in your sick leave bank. Once that has been exhausted, you will be placed on differential pay (\*certificated staff with a daily rate equal to or greater than \$320, pursuant to AB 2012) or 50% pay (\*\*certificated staff with a daily rate less than \$320, pursuant to AB 2012, and classified staff). If eligible, this leave will run concurrently with Family Medical Leave Act (FMLA)/California Family Rights Act (CFRA).

If you decide to take this additional time, please locate the sample AB 2393 Request Letter found on the HUSD website/Personnel Department. Complete and sign the letter and email to:

**Classified Staff:** Nadia Astakhov - [nadia.astakhov@hesperiausd.org](mailto:nadia.astakhov@hesperiausd.org)

**Certificated Staff:** Katie Kistner - [katie.kistner@hesperiausd.org](mailto:katie.kistner@hesperiausd.org)

Please be sure to also include the birth certification with your request.

If you are a certificated probationary employee, Ed Code 44908 states that a complete school year is described as serving for at least 75% of your contracted days; therefore, you must physically work 75% of the school year in order for your probation status to change the following school year. Also, you must be in a paid status for at least 75% of the school year in order for your salary to step the following school year.

Finally, please be sure that you are working with your site/department to secure a long-term substitute for your absence. If your position requires the use of AESOP, be sure your absence is recorded.

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#### **FMLA/CFRA ELIGIBILITY**

1. Employed for at least 12 months
2. Actually worked 1,250 hours in the 12 months prior to the onset of the requested leave (excludes AB 2393)
3. Have not taken 12 work weeks of FMLA or CFRA leave during the appropriate 12-month period prior to the onset of the requested leave (rolling period)

#### **DIFFERENTIAL / 50% PAY**

\**Certificated staff:* Differential pay is your regular daily rate less the cost of your substitute (\$160/day).

\*\**Certificated/Classified staff:* 50% pay is the number of hours absent multiplied by your hourly rate, divided in half. This amount is then subtracted from your monthly normal pay.