



OROVILLE CITY ELEMENTARY SCHOOL DISTRICT

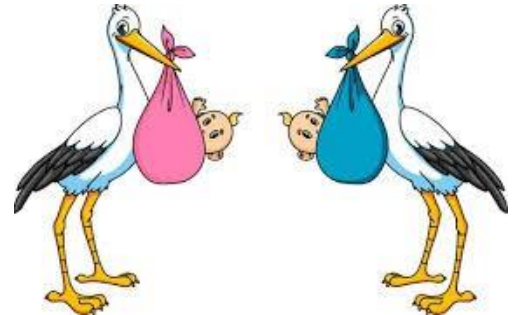
Moving forward together...impacting the future one student at a time

2795 Yard Street • Oroville, California 95966 • (530) 532-3000 (ext 3002) • FAX (530) 532-3030
Human Resources schristofferson@ocesd.net

New



Packet



THIS PACKET CONTAINS YOUR EMPLOYMENT
INFORMATION RELATED TO PREGNANCY AND
AFTER THE BABY IS BORN.

***PLEASE REMEMBER EMAIL IS ALWAYS THE
BEST COMMUNICATION
ESPECIALLY IN UNCERTIAN TIMES***

•
Name: _____

School: _____

Date: _____

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

Pregnancy and Parental Leave:
Check List

Union Master Agreement:

CSEA – Article VII Leaves
7.1 Pregnancy Leave
7.2 Parental Leave

Parental/Bonding Leave:
Sample letter to request

Lactation Board Policy

Federal (FMLA) and State (CFRA) handouts

FMLA, PDL and CFRA may run concurrently

Employee's Signature

slc; CSEA Maternity/Parental Handouts for Leave

***RETURN A SIGNED COPY TO:
Human Resources attn.: Sondra Christofferson
or schristofferson@ocesd.net***

Pregnancy and Paternal Leave Checklist

The following items need to be completed during pregnancy and after the baby is born:

- Physician's note required Sondra Christofferson HR schristofferson@ocesd.net or 530-532-3050(f):
 - Before leave begins, provide a doctor's note estimating the dates of pregnancy disability (due date). If the doctor will be releasing you sooner a "Doctor's Release from Work" note will be required.
 - After the baby is born, please provide a new doctor's note stating date of birth and how long you will be disabled post-partum. This note will inform us when you will return or begin your parental/bonding time off.
- You will need to determine if you will be taking any additional parental/bonding leave and have a letter ready of your intent indicating the number of weeks for your leave (no more than 12 weeks), so that you can begin the leave once the doctor releases you from his/her care. See sample letters in this packet. Sondra Christofferson HR schristofferson@ocesd.net or 530-532-3050(f):
- Let your supervisor know about the leave, and plan with them. Contact Tina Pickering, AESOP aesopclerk@ocesd.net 530-532-3000 ext. 3014 for a substitute to cover your duties (if needed).
- If you would like more detailed information regarding your pay during any time off work, please contact Stephanie Wisterman, Payroll at swisterman@ocesd.net or 530-532-3000 ext. 3007.
 - If you wish to make a change to your W-4 tax withholding, forms can be downloaded from our website www.ocesd.net
 - Disability letter will be provided by payroll, when the physician's note has been provided to HR.
- You will need to notify Sondra Christofferson in HR the date of the birth. If you take OCESD health insurance, contact Eileen Dugan, Business Office edugan@ocesd.net or 530-532-3000 ext. 3008 to add the baby to your plan. The baby is covered under your plan for the first 30 days. Do not wait!

7. **Child Rearing Leave:**

An employee who is the natural or adoptive parent of a child shall be entitled to an **unpaid leave of absence** for the purpose of rearing his/her child. Such leave shall be for a maximum period of **three (3) months** and shall be granted upon giving the District four (4) weeks notice prior to the anticipated date on which the leave is to commence.

7.1 **Pregnancy Leave:**

Revised
1/19/17

The District shall provide for leave from duty for any unit member covered by the Agreement who is required to be absent from duties because of pregnancy, miscarriage, childbirth and recovery therefrom.

A. The **length of the absence, including the date on which the leave shall commence and the date on which the unit member shall resume duties, shall be determined by the unit member and the unit members' physician.**

B. District health benefits remain as stated in the collective bargaining agreement while on this leave.

C. The employer may recover the premium that the employer paid for the unit member if the following exists.

1. The unit member fails to return from leave unless failure to return from leave is for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the control of the unit member.

D. Pursuant to Education Code 45196, a unit member on medically certified pregnancy leave shall use any and all of the sick leave and vacation she has accumulated. Upon exhaustion of sick leave and vacation, she shall be entitled to Extended Illness and Injury Leave as provided in **Section 3(F)*** of this Article. Revised
5/18/17

E. Unit members may elect to use accumulated comp time during Pregnancy Leave.

7.2 **Parental Leave:**

Revised
1/19/17

Unit members may elect to utilize **12 work weeks in any 12 month period** of Parent Leave occasioned by the birth of the unit member's child, or the placement of a child with the unit member in connection with the adoption or foster care of the child as provided by the California Family Rights Act (CFRA) and Education Code 45196.1

A. Sick leave including accrued sick leave shall be used. If a unit member exhausts her/his accumulated sick leave prior to expiration of the 12 work weeks of parental leave, he/she may choose to utilize any accumulated vacation. Upon exhaustion of sick leave, and upon exhaustion of vacation if he/she chooses to utilize it, he/she shall be entitled to differential pay as defined in Education Code for the balance of the 12 work week period. This leave is in addition to any other differential pay provided under preexisting statutes. Revised
5/18/17

1. For birthing mothers, the 12 work weeks of Parental Leave shall commence at the conclusion of any pregnancy disability leave.
 2. For non-birthing parents, the 12 work weeks of Parental Leave shall commence on the birth of the child or on the placement of the child in the unit member's family
 3. If both parents are unit members of the district, they will have the option to split the 12 work weeks of Parental Leave in accordance with CFRA.
- B. The 12 work weeks do not need to be taken in one continuous period of time, but generally leave must be taken in two week increments although requests for leave of less than two week periods shall be granted on two occasions, and may be granted on other occasions.
- C. If a school year ends before the 12 work week period is exhausted, the unit member may take the balance of the 12 work weeks in the subsequent school year.
- D. Commencement of Leave
1. For birthing mothers, the 12 month period commences on the date of birth.
 2. For non-birthing parents, the 12 month period commences on the date of the birth or placement of the child
- E. Unit members may elect to use accumulated compensatory time during Parental Leave.
- F. District health benefits remain as stated in the collective bargaining agreement while on the leave.
- G. The employer may recover the premium that the employer paid for the unit member if the following exist.
1. The unit member fails to return from leave unless failure to return from leave is for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the control of the unit member.

***Section 3.F**

- F. Extended Illness and Injury Leave: Bargaining unit employees shall be entitled to extended illness and injury leave for a period of five (5) months. After exhaustion of all other leaves, including industrial illness and absence leave, illness and injury leave, and vacation, the employee shall be paid the difference between his/her salary and the amount actually paid to a substitute employee employed to fill the position during his/her absence. The District will coordinate leave benefits with State Disability Insurance or Temporary Disability Indemnity benefits.*

SAMPLE PARENTAL LEAVE / BONDING LEAVE

Advice notification to your employer is required and should be taken in 2 week increments Article VII, Section 7.2B

SAMPLE 1

Date:

I am interested in applying for bonding time through the Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA) to begin immediately after my release from doctor's care on maternity leave. My intent is to use the 12 weeks of bonding time consecutively following the release from my doctor excluding recess.

Sign:

SAMPLE 2

Date:

I am interested in applying for bonding time through the Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA) to begin immediately after my release from doctor's care on maternity leave. My intent is to use the 8 weeks of bonding time consecutively following the release from my doctor excluding recess. I then reserve the additional 4 weeks to use prior to the 12-month ending period excluding recess.

Sign:

SAMPLE 3

Date:

I am not interested in applying for bonding time through the Family Medical Leave Act (FMLA) at this time. My intent is to use the 12 weeks of bonding time prior to the 12-month ending period excluding recess.

Sign:

All Personnel BP 4033(a)

LACTATION ACCOMMODATION

The Governing Board recognizes the immediate and long-term health advantages of breastfeeding for infants and mothers and desires to provide a supportive environment for any District employee to express milk for her infant child upon her return to work following the birth of the child. The Board prohibits discrimination, harassment, and/or retaliation against any District employee who chooses to express breast milk for her infant child while at work.

(cf. 4030 - Nondiscrimination in Employment)

The District shall provide a reasonable amount of break time and appropriate facilities to accommodate an employee each time she has a need to express breast milk for her infant child. (Labor Code 1030)

To the extent possible, such break time shall run concurrently with the break time already provided to the employee. While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time that exceeds regularly scheduled and paid break time used by the employee for this purpose shall be unpaid. Once a lactation break has been approved, the break should not be interrupted, except for emergency or urgent circumstances. (Labor Code 1030; 29 USC 207)

The employee shall be provided a private location, other than a restroom, which is in close proximity to her work area and meets the requirements of Labor Code 1031 and 29 USC 207, as applicable. All other employees should avoid interrupting an employee during an authorized break, except to announce an emergency or other urgent circumstance.

Any employee storing expressed milk in any authorized refrigerated area within the site shall clearly label it as such and shall remove it at the end of the day.

Employees are encouraged to notify their supervisor or other appropriate personnel in advance of their intent to make use of the accommodations offered for employees who are nursing mothers. As needed, the supervisor shall work with the employee to address arrangements and scheduling in order to ensure that the employees' essential job duties are covered during the break time. (Labor Code 1032)

Lactation accommodations may be denied only in limited circumstances in accordance with law. (Labor Code 1032; 29 USC 207)

Before an employee's supervisor makes a determination to deny lactation accommodations, he/she shall consult the Superintendent or designee. In any case in which lactation accommodations are denied, the Superintendent or designee shall document the options that were considered and the reasons for denying the accommodations.

Legal Reference:

EDUCATION CODE
200-262.4 Prohibition of discrimination on the basis of sex CIVIL
CODE
43.3 Right of mothers to breastfeed in any public or private location GOVERNMENT
CODE
12940 Discriminatory employment practices
12945 Discrimination based on pregnancy, childbirth, or related medical conditions LABOR
CODE
1030-1033 Lactation accommodation
CODE OF REGULATIONS, TITLE 2
7291.2-7291.16 Sex discrimination; pregnancy and related medical conditions UNITED
STATES CODE, TITLE 29
207 Fair Labor Standards Act; lactation accommodation
FAIR EMPLOYMENT AND HOUSING COMMISSION DECISIONS
Department of Fair Employment and Housing v. Acosta Tacos (Chavez), FEHC Precedential Decision
09-03P, 2009

Management Resources:

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS
Rest Periods/Lactation Accommodation, Frequently Asked Questions
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS
Minimum Requirements of the California Lactation Accommodation Law
CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS
Lactation Support Program Toolkit
FEDERAL REGISTER
Reasonable Break Time for Nursing Mothers, December 21, 2010, Vol. 75, No. 244, pages
80073-80079
OFFICE OF THE SURGEON GENERAL PUBLICATIONS
The Surgeon General's Call to Action to Support Breastfeeding, 2011
HEALTH RESOURCES AND SERVICES ADMINISTRATION PUBLICATIONS
The Business Case for Breastfeeding: Steps for Creating a Breastfeeding Friendly Worksite,
Toolkit, 2008
U.S. DEPARTMENT OF LABOR, WAGE AND HOUR DIVISION, PUBLICATIONS Fact
Sheet #3: Break Time for Nursing Mothers under the FLSA, rev. December 2010 WEB SITES
California Department of Industrial Relations, Division of Labor and Standards Enforcement:
<http://www.dir.ca.gov/dlse>
California Department of Public Health: <http://www.cdph.ca.gov> California
Women, Infants and Children: <http://www.wicworks.ca.gov> Centers for
Disease Control and Prevention: <http://www.cdc.gov> Health Resources and
Services Administration: <http://www.hrsa.gov> Office of the Surgeon General:
<http://www.surgeongeneral.gov>
U.S. Department of Labor, Wage and Hour Division, Break Time for Nursing Mothers:
<http://www.dol.gov/whd/nursingmothers>

Policy **OROVILLE CITY ELEMENTARY SCHOOL DISTRICT**

adopted: January 15, 2020 Oroville, California

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

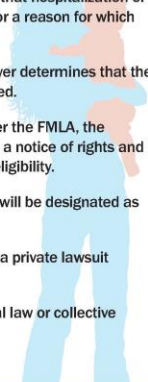
Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



WH1420 REV 04/16



Under California law, you may have the right to take job-protected leave to care for your own serious health condition or a family member with a serious health condition, or to bond with a new child (via birth, adoption, or foster care). California law also requires employers to provide job-protected leave and accommodations to employees who are disabled by pregnancy, childbirth, or a related medical condition.

Under 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, and if we employ five or more employees, you may have a right to a family care or medical leave (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, parent-in-law, grandparent, sibling, spouse, or domestic partner. While the law provides only unpaid leave, employees may choose or employers may require use of accrued paid leave while taking CFRA leave under certain circumstances.

Even if you are not eligible for CFRA leave, if you are disabled by pregnancy, childbirth or a related medical condition, 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. Both leaves contain a guarantee of reinstatement-for pregnancy disability it is to the same position and for CFRA it is to the same or 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 that 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 disability or for your own serious health condition. We also may require certification from the health care provider of your family member 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 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.

Taking a family care or pregnancy disability leave may impact certain of your benefits and your seniority date. If you want more information regarding your eligibility for a leave and/or the impact of the leave on your seniority and benefits, please contact your employer.

If you have been subjected to discrimination, harassment, or retaliation at work, or have been improperly denied PDL or CFRA leave, file a complaint with DFEH.

TO FILE A COMPLAINT

Department of Fair Employment and Housing
 dfefh.ca.gov
 Toll Free: 800.884.1684
 TTY: 800.700.2320

If you have a disability that requires a reasonable accommodation, DFEH can assist you with your complaint. Contact us through any method above or, for individuals who are deaf or hard of hearing or have speech disabilities, through the California Relay Service (711).

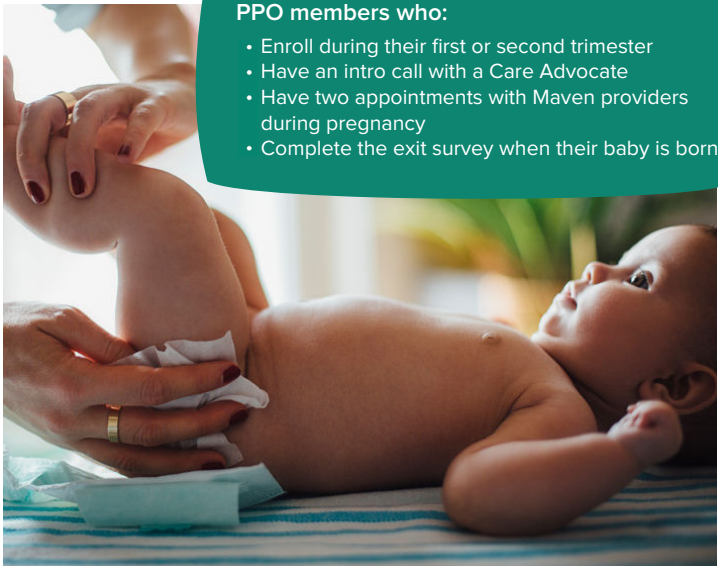


Free on-demand care for your parenthood journey

SISC is providing PPO members with free access to Maven virtual care for pregnancy and postpartum support. Use Maven for 24/7 access to doctors, specialists, coaches, and trustworthy content tailored to your experience.

Free 6-month diaper subscription for SISC PPO members who:

- Enroll during their first or second trimester
- Have an intro call with a Care Advocate
- Have two appointments with Maven providers during pregnancy
- Complete the exit survey when their baby is born



What is Maven?

Maven offers 24/7 virtual access to one-on-one maternity and postpartum support. **Eligible SISC PPO members** are matched with a Care Advocate who connects them to trustworthy maternity and postpartum content.

How do I use Maven?

Download and log into the Maven Clinic app to access maternity and postpartum doctors, specialists, coaches, mental health experts, and so much more.

Support at every stage of your journey

Pregnancy

- ✓ Midwives, OB-GYNs, Doulas
- ✓ Birth Planning
- ✓ Prenatal Nutritionists
- ✓ Mental Health Specialists
- ✓ Loss Support

Postpartum

- ✓ Infant Care Advice
- ✓ Pediatricians
- ✓ Lactation Counseling
- ✓ Infant Sleep Coach

Return to work

- ✓ Emotional Support
- ✓ Back-to-Work Support
- ✓ Career Coaching



To activate your membership:
Download the Maven Clinic app
Visit mavenclinic.com/join/SISC
Scan the QR code

Enrollment is confidential and will not be shared with your employer.



New members get a **Maven Welcome Box** when they enroll!

RECEIVED
By Sondra Christofferson at 1:35 pm, Mar 25, 2022



YOUR RIGHTS AND OBLIGATIONS AS A PREGNANT EMPLOYEE

If you are pregnant, have a related medical condition, or are recovering from childbirth, please read this notice.

California law protects employees against discrimination or harassment because of an employee's pregnancy, childbirth or any related medical condition (referred to below as "because of pregnancy"). California law also prohibits employers from denying or interfering with an employee's pregnancy-related employment rights.

YOUR EMPLOYER HAS AN OBLIGATION TO:

- Reasonably accommodate your medical needs related to pregnancy, childbirth or related conditions (such as temporarily modifying your work duties, providing you with a stool or chair, or allowing more frequent breaks);
- Transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy; and
- Provide you with pregnancy disability leave (PDL) of up to four months (the working days you normally would work in one-third of a year or 17 1/3 weeks) and return you to your same job when you are no longer disabled by your pregnancy or, in certain instances, to a comparable job. Taking PDL, however, does not protect you from non-leave related employment actions, such as a layoff.
- Provide a reasonable amount of break time and use of a room or other location in close proximity to the employee's work area to express breast milk in private as set forth in the Labor Code.

FOR PREGNANCY DISABILITY LEAVE:

- PDL is not for an automatic period of time, but for the period of time that you are disabled by pregnancy. Your health care provider determines how much time you will need.
- Once your employer has been informed that you need to take PDL, your employer must guarantee in writing that you can return to work in your same position if you request a written guarantee. Your employer may require you to submit written medical certification from your health care provider substantiating the need for your leave.
- PDL may include, but is not limited to, additional or more frequent breaks, time for prenatal or postnatal medical appointments, doctor-ordered bed rest, severe morning sickness, gestational diabetes, pregnancy-induced hypertension, preeclampsia, recovery from childbirth or loss or end of pregnancy, and/or post-partum depression.
- PDL does not need to be taken all at once but can be taken on an as-needed basis as required by your health care provider, including intermittent leave or a reduced work schedule, all of which counts against your four month entitlement to leave.
- Your leave will be paid or unpaid depending on your employer's policy for other medical leaves. You may also be eligible for state disability insurance or Paid Family Leave (PFL), administered by the California Employment Development Department.
- At your discretion, you can use any vacation or other paid time off during your PDL.

- Your employer may require or you may choose to use any available sick leave during your PDL.
- Your employer is required to continue your group health coverage during your PDL at the same level and under the same conditions that coverage would have been provided if you had continued in employment continuously for the duration of your leave.
- Taking PDL may impact certain of your benefits and your seniority date; please contact your employer for details.
- 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). For events that 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.

NOTICE OBLIGATIONS AS AN EMPLOYEE:

- Give your employer reasonable notice. To receive reasonable accommodation, obtain a transfer, or take PDL, you must give your employer sufficient notice for your employer to make appropriate plans. Sufficient notice means 30 days advance notice if the need for the reasonable accommodation, transfer, or PDL is foreseeable, otherwise as soon as practicable if the need is an emergency or unforeseeable.
- Provide a Written Medical Certification from Your Health Care Provider. Except in a medical emergency where there is no time to obtain it, your employer may require you to supply a written medical certification from your health care provider of the medical need for your reasonable accommodation, transfer or PDL. If the need is an emergency or unforeseeable, you must provide this certification within the time frame your employer requests, unless it is not practicable for you to do so under the circumstances despite your diligent, good faith efforts. Your employer must provide at least 15 calendar days for you to submit the certification. See your employer for a copy of a medical certification form to give to your health care provider to complete.
- Please note that if you fail to give your employer reasonable advance notice or, if your employer requires it, written medical certification of your medical need, your employer may be justified in delaying your reasonable accommodation, transfer, or PDL.

ADDITIONAL RIGHTS UNDER CALIFORNIA FAMILY RIGHTS ACT (CFRA) LEAVE:

You also may be entitled to additional rights under 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. 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 (not related to pregnancy) or that of your child, parent or spouse. While the law provides only unpaid leave, employees may choose or employers may require use of accrued paid leave while taking CFRA leave under certain circumstances. For further information on the availability CFRA leave, please review your employer's Notice regarding the availability of CFRA leave.

This notice is a summary of your rights and obligations under the Fair Employment and Housing Act (FEHA). For more information about your rights and obligations as a pregnant employee, contact your employer, visit the Department of Fair Employment and Housing's Web site at www.dfeh.ca.gov, or contact the Department at (800) 884-1684 (voice or via relay operator 711), TTY (800) 700-2320, or contact center@dfeh.ca.gov. The text of the FEHA and the regulations interpreting it are available on the Department of Fair Employment and Housing's Web site at www.dfeh.ca.gov.