



Frequently Asked Questions about Maternity Leave

1. Who should I contact when I find out I am pregnant?
 - Your Site administrator or Supervisor
 - The Director of Human Resources
 - Payroll Department (Certified: Patricia Del Rio; Classified: Michelle Sherwin)
2. When should I stop working?
 - You and your doctor should make that decision.
3. What should I do if my doctor places me off work before my due date?
 - Let your Site Administrator/ Supervisor know.
 - Send your “Doctor’s Release from Work” note to the Payroll Department.
 - Your Pregnancy Disability Leave (PDL) begins the first day you are placed off work for your pregnancy and/or delivery.
 - FMLA leave begins the first day you are placed off work for your pregnancy.
 - PDL and FMLA run concurrently.
4. What is FMLA?
 - FMLA stands for Family Medical Leave Act.
 - It allows ELIGIBLE employees to take up to 12- weeks of job protected leave.
 - It allows you to have your District-paid benefits continue during that time.
 - You will still be responsible for your portion of the benefit cost.
 - FMLA is UNPAID unless you use sick time concurrently.
 - Limited to 12 workweeks every 12 months.
5. Who is an ELIGIBLE employee for FMLA?
 - Employee who has completed 1 year of services and who have been employed for 6 hours or more per day or at least 1,250 hours of services with JUHSD during the previous fiscal year.
6. Does JUHSD participate in State Disability Insurance?
 - No, Jefferson Union High School District does not pay into State Disability.



7. Do I receive pay once my doctor places me off work due to my pregnancy?
 - Yes, you receive half of your regular daily rate for each day of absence for the length of time this is considered a normal medical necessity unless you choose to use your sick leave for all or a portion of this time and then the leave is at full pay.
8. Once I deliver my baby, what should I do?
 - Send a doctor's note to the Payroll Department with the date of delivery and return to work date.
 - Add your baby to your Health and Dental Plan within 30 days from birth.
 - Send health and dental enrollment forms to the Payroll Department.
9. How long I am allowed to be off work?
 - Every pregnancy is different. There is no normal length of time allowed.
 - You and your doctor determine the length of time away from work.
 - "Normal" maternity leave is 6 weeks – Natural Delivery
 - 8 weeks – Cesarean
10. If my doctor releases me after the 6 weeks of delivery, can I stay with my baby for a little longer?
 - Employees who have completed a year of service with the District are entitled to Child Bonding/Parental leave – AB 2393
11. What is Parental Leave AB 2393?
 - Twelve workweeks of leave in a 12 month period for:
 - ✓ the birth of a child and to care for the newborn child within one year of birth
 - ✓ the placement of a child with an employee for adoption or foster care and to care for the newly placed child within one year of placement
12. Who is an ELIGIBLE employee for AB 2393 parental leave benefits?
 - To qualify for parental leave, the employee must have been employed with the District for 12 months.
13. What salary and benefits do I receive under Parental Leave?
 - Employees on Parental Leave will be paid at the 50% rate once all of their accumulated sick time is expended.
 - Employees may choose to take their leave as unpaid if they not wish to expend all of their accumulated sick time.
 - Employees are entitled to receive applicable health benefits they were receiving immediately before the beginning of the leave and they are responsible for their portion of the benefit cost.



14. Do holidays or winter and spring breaks count against my time off?

- If your doctor gives you six or eight weeks to recover from a normal birth or cesarean respectively, all days within the week are included as part of the six or eight week recovery period. If any non-work days fall within the six or eight week recovery period, they are included in the period.
- Holidays or days you do not work are not deducted from your sick leave balance.
- For FMLA, holidays are included in the 12 workweeks.
- For FMLA, time when employee is not expected to work (winter and spring breaks, summer recess, or off-track periods) is not counted as part of the 12 workweeks.

15. Will maternity leave affect my advancement in the Salary schedule?

- If a teacher has taught less than 75% of the calendar school year, advancement will not occur until another full year of employment has been completed.
- If a classified employee is hired after January 1st, advancement will not occur until a full year of employment has been completed.

16. I have more questions about my salary and benefits during Maternity Leave, who can help me?

- Payroll Department.

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