

Maternity Leave of Absence

(For Certificated Employees)

Pregnancy Disability Leave (PDL)

- Employee is released from work, and provides Human Resources with a Doctor's note; this begins the entitled Pregnancy Disability Leave.

PDL, Benefits & Sick Leave

- While out on a Pregnancy Disability Leave (PDL) employee utilizes available sick leave, and District benefits remain in tact.

Baby is Born

- Once baby is born, employee is entitled to (6) weeks of Pregnancy Disability Leave for a normal delivery and (8) weeks of Pregnancy Disability Leave for a c-section, District benefits remain in tact.

Sick Leave & Differential Pay

- Employee will continue to utilize sick leave during PDL, if sick leave is exhausted Employee will begin to utilize their 100 days of differential pay. Differential pay is a dock of \$185 per day through day 10, and \$200 per day, days 11 and above.

Release to return to work

- Once employee utilizes the (6) or (8) weeks of PDL, employee provides a Doctor's note releasing them to return to work.

Parental Leave Begins

- Once the employee is released to return to work, they have the option of taking (12) work weeks of Parental Leave, sick leave or differential pay is used during this leave, District benefits remain in tact. A Doctors note and completed Leave of Absence Request form is required in order to take a Parental Leave.

Extended Parental Leave (Unpaid LOA)

- Once the initial 12 weeks of Parental Leave ends, employee has the option of taking an additional unpaid Parental Leave. This is an unpaid Leave and employee's benefits end. The employee has an option of continuing benefits through Cobra.

****Please refer to Administrative Procedure 4161.8 for further information****