

Summary of the Maternity Leave Process

255 Pico Ave. Ste. 250 San Marcos, CA 92069

Certificated Employees – Attn: Amber Christman Classified Employees – Attn: Nancy Gijon

NOTES FROM PHYSICIAN

When you are preparing to begin your Maternity Leave, keep in mind that you will be required to submit (3) Three different notes from your treating Physician:

- A note releasing you from work (This begins your Pregnancy Disability Leave)
- A note when the baby is born (This will allow us to track your 6 or 8 weeks depending on the type of delivery)
- A note when you have been released from your Physician to return to work

Please fax the requested notes to (760) 752-1138 or you can email them to: carla.hohmann@smusd.org

Please get in contact with LeAnna Winter at (760) 752-1241 or by email: leanna.winter@smusd.org regarding continuation of Health Benefits and Disability Claim information.

SICK LEAVE & DIFFERENTIAL PAY

When your Physician releases you from work you will begin to utilize all of your available District paid maternity leave. You are entitled to 3 weeks/15 days of District paid leave. Once you have used your District paid maternity leave, you will begin to use your available sick leave. Once you're sick leave allocation has been exhausted and you remain **off work on a Physicians note**, you will begin to utilize your available differential pay. Differential pay is calculated as (Ed.C. 44977) The amount deducted from the salary shall not exceed the sum that is actually paid a substitute to fill his/her position or, if no substitute is employed, the amount that would have been paid to the substitute had he/she been employed. To sum it up, Differential pay is a deduction of \$185 per day for the first 21 days, and \$200 per day for days 21 and above.

BABY IS BORN

Once the baby is born, you are entitled to 6 weeks of Pregnancy Disability leave for a regular delivery and 8 weeks of Pregnancy Disability leave for a C-Section. You will continue to utilize your available sick leave during this time or your Differential Pay if you have exhausted your sick leave. Your District benefits will remain intact. Your 6 or 8 weeks is counted during holidays, winter, summer and spring breaks.

RETURN TO WORK & PARENTAL LEAVE

Once you have utilized your 6 or 8 weeks of Pregnancy Disability Leave, a note from your Physician releasing you to return to work will need to be provided to the Human Resources Department. If you are eligible (1 year of service with SMUSD) you are entitled to take an additional 12 work weeks of Parental leave. Certificated employees are entitled to utilize their available differential pay while out on a Parental Leave. Reminder; differential pay is a deduction of \$185 per day for the first 21 days, and \$200 per day for days 21 and above. If you would like to take an extended leave beyond the 6 or 8 weeks of PDL, and 12 weeks of Parental Leave you are entitled to take an additional (9) months of Parental Leave, however this leave is unpaid and unbenefited.

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