

## SUMMARY OF THE MATERNITY LEAVE PROCESS

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

Classified Employees – Attn: Carla Hohmann

### 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 to Human Resources from your treating physician:

- A note when the doctor places you out 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 of Maternity Leave, depending on the type of delivery)
- A note when you have been released from your physician to return to work (after the 6 or 8 weeks)

Please email them to: [carla.hohmann@smusd.org](mailto:carla.hohmann@smusd.org)

### 1. SICK LEAVE & FIFTY PERCENT (50%) Pay

If your physician places you off from work before your baby is born, you will begin to utilize all of your available paid leave including Sick days, Vacation days, and Floating Holidays. Once your full paid leave allocation has been exhausted and you remain off work on a physician's note, you will begin to utilize your "fifty percent (50%) pay". Fifty percent (50%) pay is calculated as fifty percent of the employee's regular salary for a maximum of 100 days, while off work on a physician's note.

### 2. BABY IS BORN – MATERNITY LEAVE

Once the baby is born, you are entitled to 6 weeks of maternity leave for a regular delivery and 8 weeks of maternity leave for a Cesarean-Section delivery. You will continue to utilize your available paid leave (i.e., any available Sick Days, Vacation Days, and Floating Holidays) during this time or your fifty percent (50%) pay if you have exhausted your paid leave.

### 3. RETURN TO WORK or LEAVE OF ABSENCE

- **Return to Work** - Once the employee has utilized their 6 or 8 weeks (as applicable) of maternity leave, you're your physician releases you to return to work, employees must submit a note from their physician to the Human Resources Department to allow your return to work.
- **Parental Leave (CFRA) AB 2393 – Employees must have worked for the District for a minimum of 12 months prior to the leave to qualify.** Employees may take an additional 12 workweeks of Parental Leave. Employees may use their sick leave during the 12 workweeks, if you have any remaining. When the employee's sick leave is exhausted, employees shall receive fifty percent (50%) differential pay for the remaining portion of the 12 workweeks of Parental Leave. To request Parental Leave, employees must submit the "Leave of Absence Request Form" to Carla Hohmann in the Human Resources Department.
- Further information regarding a leave of absence is available in the SMUSD and CSEA, Chapter #413 Master Contract, [www.smusd.org](http://www.smusd.org).