# BONITA UNIFIED SCHOOL DISTRICT LEAVES OF ABSENCE REQUEST FORM (Including FMLA/CFRA Leaves)

I. General Information:	
Employee Name:	Job Title:
Home Phone:	Worksite:
Supervisor's Name/Phone:	
II. Duration of Requested Leave:	
Leave Starts On: Exp	pected Return Date:
Is this an extension of an existing leave? Yes No If yes, indicate your original leave dates From:	
III. Type of Leave: (Check All That Apply)	
A Extended Leave for Illness or Injury of Employee (FMLA/CFRA) Please provide supporting documentation	B Maternity/Child Birth Leave (PDL) Please provide supporting documentation
C Parental Leave (FMLA/CFRA) Please provide supporting documentation	D Personal Leave For Qualifying Event (FMLA/CFRA) Please attach medical documentation
*Please see the back of this form for explanation of leaves and pay s	
IV. Authorization(s):	
Employee Signature:	Date:
Human Resource Department:	Date:
Human Resource Department:(SECTIONS V & VI TO BE COMPLE	
	ct (FMLA) & California Family Rights Act (CFRA) cted time off. Where applicable, the time period of
V. Notice of FMLA/CFRA: Family Medical Leave A allows eligible employees 12 weeks or 480 hours of protection your leave will automatically be covered under FMLA/CFRA.	et (FMLA) & California Family Rights Act (CFRA) cted time off. Where applicable, the time period of FRA, unless you advise your supervisor immediately
V. Notice of FMLA/CFRA: Family Medical Leave A allows eligible employees 12 weeks or 480 hours of prote your leave will automatically be covered under FMLA/CF that you disagree with the determination.	ct (FMLA) & California Family Rights Act (CFRA) cted time off. Where applicable, the time period of FRA, unless you advise your supervisor immediately e entitled to 50% pay after using all accrued sick leave.
V. Notice of FMLA/CFRA: Family Medical Leave A allows eligible employees 12 weeks or 480 hours of prote your leave will automatically be covered under FMLA/CF that you disagree with the determination.  Parental Leave of Absence (FMLA/CFRA) Employees are	ct (FMLA) & California Family Rights Act (CFRA) cted time off. Where applicable, the time period of FRA, unless you advise your supervisor immediately e entitled to 50% pay after using all accrued sick leave.

#### A. Extended Leave for Illness or Injury of Employee

Medical leave for an employee's own illness or injury, including physical or mental disability absences.

**Classified** - Compensation: Classified employees must exhaust all accrued sick leave, then if eligible may use catastrophic leave, and then are entitled to 50% of the employee's daily rate of pay for a maximum of 100 days, unpaid FMLA leave up to 12 weeks.

**Certificated** – Compensation: Certificated employees must exhaust all accrued leave, then if eligible may use catastrophic leave, and then are entitled to 50% of the employee's daily rate of pay not to exceed five months, unpaid FMLA leave up to 12 weeks.

Medical leaves require supporting documentation to include when the leave starts and the expected end date. Qualifying employees are entitled to FMLA/CFRA job protection for up to 12 weeks in a year during their medical leave.

### B. Child Birth/Maternity Leave

Employee is unable to perform assigned duties due to temporary disability caused or contributed to by pregnancy, miscarriage, childbirth and recovery.

**Classified** - Compensation: Classified employees must exhaust all accrued sick leave and then are entitled to 50% of the employee's daily rate of pay.

**Certificated** – Compensation: Certificated employees must exhaust all accrued leave and then are entitled to 50% of the employee's daily rate of pay.

Child Birth/Maternity Leave requires a physician's verification. Employees are entitled to Pregnancy Disability Leave (PDL) job protection for up to 4 months.

## C. Parental Leave

Following the birth or adoption of a baby, mothers and fathers who have worked for the District for one year qualify for up to 12 weeks of leave to bond with the baby. The 12 weeks must be taken within 1 year of the baby's birth or adoption.

**Classified** – Compensation: Classified employees must exhaust all accrued sick leave and then are entitled to 50% of the employee's daily rate of pay.

**Certificated** – Compensation: Certificated employees must exhaust all accrued leave and then are entitled to 50% of the employee's daily rate of pay.

#### D. Personal Leave for Qualifying Event

A qualifying employee may request leave for up to 12 weeks for the care of a spouse, child, parent, or domestic partner with a serious health condition or exigency relating to a family member's military service.

**Classified/Certificated** – This is unpaid leave under FMLA/CFRA, however an employee may use any accrued leave. The employee is entitled to a total of 12 weeks of job protection within one year.

# PARENTAL LEAVE (CERTIFICATED AND CLASSIFIED)

PREGNANCY DISABILITY LEAVE (PDL) Certificated and classified mothers are released from work by a doctor due to pregnancy, prior to birth of baby. Must provide HR with a Doctor's note.

PAY DURING PDL Certificated and classified mothers must exhaust all accumulated sick leave and then are entitled to 50% pay (classified), for a maximum of 100 days or 50% pay (certificated), which may not exceed 5 months.

District benefits remain intact.



**BABY IS BORN** 

Certificated and classified mothers are entitled to 6 weeks of PDL following a normal delivery or 8 weeks of PDL following a C-Section.

PAY AFTER BABY IS BORN Certificated and classified mothers must exhaust all accumulated leave and then are entitled to 50% pay (classified), for a maximum of 100 days or 50% pay (certificated), which may not exceed 5 months combined with any time taken prior to birth of the baby. District benefits remain intact.



RELEASED BACK TO WORK

Following the 6 or 8 weeks of PDL, the mother provides a Doctor's note releasing her to return to work without restrictions.



PARENTAL LEAVE (CFRA) Certificated and classified mother and fathers who have worked for the District for at least one year, may take up to 12 weeks of Parental Leave within the first year of the child's birth or adoption. The 12 weeks is in addition to any FMLA/CFRA used by the employee within the year for a different qualifying event, but will exhaust all FMLA/CFRA leave for the year.

PAY DURING PARENTAL LEAVE

Eligible employees must exhaust all accumulated sick leave and then are entitled to differential pay (classified) or 50% pay (certificated).