



Planning for Maternity Leave & Baby Bonding

When to Start

Begin the leave process when you are 5–6 months pregnant.

Step 1 — Email Leaves

Send an email to leaves@egusd.net with the following:

- Doctor's note that includes:
 - Estimated Due Date (EDD)
 - Stop Work Date
- Leave of Absence (LOA) form (Fill it out as best you can; it can be revised later.)
 - Certificated LOA Form: https://www.egusd.net/documents/Employment/ResourcesSupports/HR-Forms-and-Resources/Request_for_LOA_Certificated.pdf
 - Classified LOA Form: <https://www.egusd.net/documents/Employment/ResourcesSupports/HR-Forms-and-Resources/Request-for-Leave-Fill-In-Classified.pdf>
- Custom work calendar, *if* you have one.

Step 2 — Leave Review

A leave specialist will contact you 4–6 weeks before your stop-work date to schedule a leave review meeting.

Step 3 — Your Custom Leave Plan

During the meeting, you will receive a personalized leave plan. The specialist will explain:

- How long you can be off work with baby
- How your pay will work during leave
- Any next steps you'll need to complete

If dad also works for EGUSD, he can email leaves@egusd.net for leave options for new dads!

What to Expect When You're Expecting

	CERTIFICATED (EGEA, PSWA, NUHW & CERT. EGTEAMS)	CLASSIFIED (AFSCME, ATU, CSEA, & CLASS. EGTEAMS)
<p><i>How much time can I take off for Maternity Leave?</i></p>	<p>You and your doctor will decide when you should stop working as you approach your estimated delivery date. Typically, maternity leave can begin (4) weeks prior to your due date.</p> <p>After birth, your postpartum recovery period is 6 weeks for a vaginal delivery and 8 weeks for a C-section, based on the actual delivery date. These 6–8 weeks count toward your medical recovery regardless of your work schedule. If part of that period falls on non-workdays or times when you are off track, those days still count medically, but no leave hours are deducted on days you aren't scheduled to work.</p>	<p>You and your doctor will decide when you should stop working as you approach your estimated delivery date. Typically, maternity leave can begin (4) weeks prior to your due date.</p> <p>After birth, your postpartum recovery period is 6 weeks for a vaginal delivery and 8 weeks for a C-section, based on the actual delivery date. These 6–8 weeks count toward your medical recovery regardless of your work schedule. If part of that period falls on non-workdays or times when you are off track, those days still count medically, but no leave hours are deducted on days you aren't scheduled to work.</p>
<p><i>How much paid leave am I eligible to receive during Maternity Leave?</i></p>	<ul style="list-style-type: none"> • EGUSD provides full pay for the first (20) days of maternity leave. • After the first (20) days, your accrued sick leave hours will be used to maintain full pay • The number of days you receive full pay beyond the initial (20) days depends on your available sick leave balance. • Leave hours are charged based on scheduled workdays only and not on holidays or other non-workdays. 	<ul style="list-style-type: none"> • EGUSD provides full pay for the first (20) days of maternity leave. • After the first (20) days, your accrued sick leave and vacation hours will be used to maintain full pay. • Employees who contribute to State Disability Insurance (SDI) may be able to integrate SDI benefits with their pay to reduce the amount of leave hours charged. • Leave hours are charged based on scheduled workdays only and not on holidays or other non-workdays.
<p><i>What if I don't have enough leave hours to keep my pay whole during Maternity Leave?</i></p>	<p>Once leave balances are exhausted, you will receive differential/docked pay. (See docking rates below)</p>	<p>Once leave balances are exhausted, you will receive differential/docked pay. (See docking rates below)</p>



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<p><i>What is the differential/docking rate during Maternity Leave?</i></p>	<p>EGEA & EGTEAMS</p> <ul style="list-style-type: none"> • \$210/per day (your daily rate, less \$210) <p>PSWA</p> <ul style="list-style-type: none"> • Step 1 of your job classification salary schedule 	<p>AFSCME, ATU, EGTEAMS</p> <ul style="list-style-type: none"> • Step 1 of your job classification salary schedule <p>CSEA</p> <ul style="list-style-type: none"> • 50% of your daily rate
<p><i>What is disability insurance?</i></p>	<p>Most certificated employees can enroll in a disability insurance plan through The Standard. This voluntary plan provides partial wage replacement if you are unable to work due to a qualifying disability, including maternity-related disability.</p> <p>For information about enrollment, please contact the EGEA Office at 916-685-4588 or visit: https://docs.google.com/document/d/1Z7vxkiYZlug3oiu3yvBYqcMdDJEirQDbEipnw6eow-s/edit?usp=sharing</p> <p>Once your leave begins, contact The Standard at 1-800-822-0406 to open a claim.</p> <p>For those who contribute to State Disability Insurance (SDI), please review the information provided below under “Classified Employees.”</p>	<p>Most classified employees contribute to State Disability Insurance (SDI) through payroll deductions. SDI provides partial wage replacement when you are unable to work due to a qualifying disability, including pregnancy and childbirth.</p> <p>EGUSD integrates SDI benefits with your regular pay, which may reduce the amount of leave hours used during your leave. Your leave technician will provide you with information on how to file an SDI claim when your leave begins.</p> <p>For additional information about SDI benefits, you may visit the California Employment Development Department website. https://edd.ca.gov/en/disability/how_to_file_a_di_claim_in_sdi_online/</p>
<p><i>What is Baby Bonding and how does it work?</i></p> <p>Baby Bonding (cont.)</p>	<p>Baby Bonding is a leave entitlement that allows parents time to bond with their newborn and provides extended time off following birth.</p> <p>Qualification</p> <ul style="list-style-type: none"> • Employed by EGUSD for a cumulative total of (1) year <p>Entitlement</p> <ul style="list-style-type: none"> • Up to (12) weeks of leave • Health benefits remain intact <p>Rules/Facts</p> <ul style="list-style-type: none"> • Must notify HR (4) weeks in advance • Must be taken within one year of baby’s birth (unused weeks may be rolled into a new school year) 	<p>Baby Bonding is a leave entitlement that allows parents time to bond with their newborn and provides extended time off following birth.</p> <p>Qualification</p> <ul style="list-style-type: none"> • Employed by EGUSD for a cumulative total of (1) year <p>Entitlement</p> <ul style="list-style-type: none"> • Up to (12) weeks of leave • Health benefits remain intact <p>Rules/Facts</p> <ul style="list-style-type: none"> • Must notify HR (4) weeks in advance • Must be taken within one year of baby’s birth (unused weeks may be rolled into a new school year)

What to Expect When You're Expecting

<p><i>What are the options to use my leave hours versus receiving differential pay during Baby Bonding?</i></p>	<ul style="list-style-type: none"> • Must be used in a minimum of (2) week increments (Two exceptions may be made.) • Pay options are to either use your leave hours or receive differential/docked pay <p>Options</p> <ul style="list-style-type: none"> • Use leave hours keeping pay whole • Receive differential pay which does not affect leave balance <ul style="list-style-type: none"> ○ Differential/docking rate is either \$210/per day or 50% of your daily rate (whichever is more beneficial to the employee) <p>For those who contribute to State Disability Insurance (SDI), please review the information provided below under “Classified Employees” regarding Paid Family Leave (PFL).</p>	<ul style="list-style-type: none"> • Must be used in a minimum of (2) week increments (Two exceptions may be made.) • Pay options are to either use your leave hours or receive differential/docked pay <p>Options</p> <ul style="list-style-type: none"> • Use leave hours keeping pay whole • Receive differential pay which does not affect leave balance <ul style="list-style-type: none"> ○ Differential/docking rate is 50% of your daily rate <p>Employees who contribute to State Disability Insurance (SDI) through payroll deductions may apply for up to 8 weeks of Paid Family Leave (PFL). For additional information about PFL benefits, you may visit the California Employment Development Department website at https://edd.ca.gov/en/disability/paid-family-leave/</p>
<p><i>What is FMLA/CFRA and how does it work?</i></p>	<p>FMLA/CFRA run concurrently with maternity leave and baby bonding and keeps health benefits intact.</p>	<p>FMLA/CFRA run concurrently with maternity leave and baby bonding and keeps health benefits intact.</p>
<p><i>How do I add baby to my health insurance plan?</i></p>	<p>To enroll baby in your health benefit plan within (60) days of birth, visit www.benefitbridge.com/egusd to learn more. Proof of the qualifying event will be required with your enrollment and can be attached online. For more details about required documentation, contact the Benefits Department by phone at (916) 686-7778 option 4 or by email: egusdpayben@egusd.net</p>	<p>To enroll baby in your health benefit plan within (60) days of birth, visit www.benefitbridge.com/egusd to learn more. Proof of the qualifying event will be required with your enrollment and can be attached online. For more details about required documentation, contact the Benefits Department by phone at (916) 686-7778 option 4 or by email: egusdpayben@egusd.net</p>
<p><i>What is Child Rearing Leave and how does it work?</i></p>	<p>Child Rearing Leave (CRL) is an unpaid leave of absence that allows eligible employees to take up to one year off work to care for their child following birth.</p>	<p>Child Rearing Leave (CRL) is an unpaid leave of absence that allows eligible employees to take up to one year off work to care for their child following birth.</p>



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*What happens to my **Health Benefits** while on leave?*

Are there any other leave options available?

<p>Rules/Facts</p> <ul style="list-style-type: none"> • Requests must be submitted to HR (30) days prior to the start of the leave. • Contact your leave technician at 916-686-7795 for further information. • Contact Payroll and Benefits at 916-686-7778 for specific information on pay and benefits. 	<p>Rules/Facts</p> <ul style="list-style-type: none"> • Requests must be submitted to HR (30) days prior to the start of the leave. • Contact your leave technician at 916-686-7795 for further information. • Contact Payroll and Benefits at 916-686-7778 for specific information on pay and benefits.
<p>Health benefits remain intact throughout maternity leave and baby bonding. <i>Employees should contact Payroll and Benefits for benefit information during unpaid Child Rearing Leave only.</i></p>	<p>Health benefits remain intact throughout maternity leave and baby bonding. <i>Employees should contact Payroll and Benefits for benefit information during unpaid Child Rearing Leave only.</i></p>
<p>OPTIONS</p> <ul style="list-style-type: none"> • Personal Necessity – Employees are eligible to take up to (10) days of PN each school year, which impacts leave balance. • Parental Leave – Employees are eligible to take up to (4) days of leave per newborn child, which impacts leave balance. 	<p>OPTONS</p> <ul style="list-style-type: none"> • Personal Necessity – Employees may be eligible to take up to (7) days of PN per school year, which impacts leave balances.

Leave Technicians

A-F	Renee Silva	x67168
G-L	Jen Thoele	x67168
M-P	Stacy Freitas	x67166
Q-Z	Emily Rios	x67436