

# Human Resources

## REQUEST FOR CHILD BONDING/PARENTAL LEAVE

EMPLOYEE INFORMATION	
Employee Name:	Classification
Site/Department	Phone Number
Address	
Email Address:	Date of Request

CHILD BONDING/PARENTAL LEAVE
<p>I request a leave of absence pursuant to the California Family Rights Act and/or California Education Code §44977.5 (Certification) §45196.1 (Classified) to bond with my newborn child and/or child placed for adoption/foster care. Please initial statements below. <b>Fathers:</b> Please attach verification of the birth or placement of the child.</p> <p>_____ I understand CFRA leave and/or parental leave must be taken before the newborn's first birthday or the first anniversary of the child's placement.</p> <p>_____ I understand that in order to be eligible for differential pay per California Education Code, I must first exhaust all available paid sick leave, and I must have been employed by the District for at least 12 months prior to commencing the leave.</p> <p>Please check all that apply to your leave request:</p> <p><input type="checkbox"/> I am requesting a <b>paid leave</b> of absence and wish to use available paid leaves including sick leave and/or vacation leave.</p> <p><input type="checkbox"/> I am requesting an <b>unpaid leave</b> of absence.</p> <p><input type="checkbox"/> I <b>do not</b> wish to exhaust my vacation leave (Classified Only).</p> <p><input type="checkbox"/> I have exhausted my 12 weeks of Parental Leave/Child Bonding Leave per FMLA and/or CFRA and California Education Code, and I am requesting additional leave per the Collective Bargaining Agreement. <b>(Approval Required)</b></p>

DATES REQUESTED
<p>The 12 weeks need not be taken all at once. For child bonding, the employee may take up to two intermittent leaves of less than 2 weeks' duration; all other intermittent leave must be taken in increments of at least two weeks.</p> <p>For intermittent leave requests, a new <i>Request for Child Bonding/Parent Leave</i> <b>must be</b> completed for each period of leave requested.</p> <p>_____ Through _____ First Date Off Work Last Date Off Work</p> <p>Employee Signature _____ Date: _____</p>

