

El Monte Union High School District  
Parental Leave Guidelines  
(AB 2393, Effective 1-1-2017)

LEAVE PURPOSE:

- To allow an employee to bond with his/her newborn baby
- To allow an employee to bond with a child that has been placed in the employee's family for adoption or foster care

ELIGIBILITY PROCEDURE: Any employee who intends to take Parental Leave must complete and submit a Leave of Absence Request Form to their immediate supervisor at least 30 days in advance of the start of the leave. This applies to Certificated and Classified, as well as both part-time and full-time employees.

LEAVE DURATION: Employees can take up to 12 weeks of Parental Leave. If both parents work for the District, they may only take 12 workweeks combined. For female employees who have given birth to a child, this leave normally begins on the day after the employee is released from disabled status by her health care provider. For employees who are receiving placement of a child through adoption or foster care, this leave could begin prior to placement if the employee needs to make arrangements for placement, but normally begins on the day of placement.

MANNER IN WHICH LEAVE MAY BE TAKEN: All Parental Leave must be completed within 12 months of the birth or placement of the child. Only one 12-week period per year is permitted. The minimum duration of any Parental Leave is two (2) weeks. Employees cannot take Parental Leave as intermittent leave.

REQUIREMENTS: In order to be eligible for Parental Leave, the employee must have worked for the District for at least 12 months.

PAY:

- Certificated employees will be required to use their available sick leave first, and then will be paid sub differential pay for the duration of their Parental Leave.
- Classified employees will be required to use their available sick leave first, then available vacation (this is optional), and then will be paid ½ pay for the duration of their Parental Leave.