



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: California Paid Parental Leave for Eligible District Employees

ROUTING
All Locations

NUMBER: BUL-6861.1

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ISSUER: Janice Sawyer, Business Manager
Division of Risk Management and Insurance Services

DATE: January 25, 2021

PURPOSE: The purpose of this Bulletin is to provide District employees with information and guidance concerning California Paid Parental Leave for eligible employees.

MAJOR CHANGES: This bulletin replaces BUL-6861.0 of the same title, dated May 5, 2017.

The content has been revised to reflect changes to the California Family Rights Act (CFRA) Government code section 12945.2; which became effective January 1, 2021, and District administrative processes and communications. Major Changes include:

1. The limits of paid parental leave to 12 workweeks to be shared between parents employed by the District have been removed.
2. Information regarding Evidence of Relationship (EOR) has been added.
3. Employee Eligibility & Entitlement and Rights & Responsibilities Notice (form FMLA-2) has been added.
4. Approval Designation Notice (form FMLA-3) has been added.
5. Designation Not Approved Notice (form FMLA-4) has been added.
6. Evidence of Relationship Information Sheet (form FMLA-8) has been added.

The District is committed to the continued compliance with the federal Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA).

Effective January 1, 2017, California Law, Education Code Sections 44977.5 and 45196.1, mandated that eligible school employees be paid a portion of their salary for parental leave taken under CFRA.

Eligible classified and certificated employees are permitted to use illness time for paid parental leave. If and when the employee exhausts all available illness time, the District will continue to provide the employee with fifty percent (50%) of his or her regular salary for the remaining portion of the 12-workweek period of parental leave.



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GUIDELINES:

I. Eligibility

To be eligible for paid parental leave a full-time or part-time employee must meet the employment status, months of service, and illness exhaustion requirements:

- A. **Employment Status:** Be a classified or certificated employee.
Substitute employees, temporary employees, unclassified employees and employees who are neither classified nor certificated are not eligible for paid parental leave benefits; and
- B. **Months of Service:** Have been employed with the District for at least 12 months (52 weeks); which need not be consecutive. However, employment at any time prior to a break in service of seven (7) or more years is not counted, except for a break in service caused by a military service obligation.

The 130 equivalent workdays (or 1,250 hours for Unit A, E, G, and Classified Substitute employees) in the 12-month period immediately prior to the first day of absence work requirement set forth under FMLA and CFRA does not apply to paid parental leave; however, the worktime requirement still applies to FMLA-qualifying and CFRA-qualifying leaves.

Paid parental leave will run concurrently with FMLA and/or CFRA for employees who meet the FMLA/CFRA eligibility and entitlement requirements; and

- C. **Illness Exhaustion:** Have exhausted all available illness time (full-pay and half-pay) and continue to be absent during assigned hours of service on account of paid parental leave.

II. Reason for Paid Parental Leave

An eligible employee may be entitled to paid parental for one or more of the following reasons:

- A. Birth of an employee's child(ren); or
- B. Placement of a child(ren) with the employee for adoption or foster care.
Paid parental leave does not include time to prepare for adoption or foster care placement.

III. Amount and Duration of Paid Parental Leave

An eligible employee is entitled to one 12-workweek period of paid parental leave during a 12-month period.

- A. 12-workweek period means the equivalent of 12 of the employee's normally scheduled workweeks.

Based on a default work schedule of 5 days per week, a 12-workweek period is the equivalent of 60 workdays.

An employee scheduled less than 5 workdays per week is entitled to the number of workdays equal to 12 workweeks multiplied by the number of workdays scheduled per week.

- B. The 12-month period during which 12 workweeks of paid parental leave may be taken shall run concurrently with the 12-month period under FMLA and/or



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CFRA and shall commence the date leave taken under FMLA and/or CFRA commences for employees who meet the FMLA/CFRA eligibility and entitlement requirements.

Paid parental leave entitlement is reduced by any period of time used for any other FMLA-qualifying and/or CFRA-qualifying reason.

- C. Paid parental leave cannot begin prior to the birth of an employee's child(ren) or placement of a child(ren) with the employee for adoption or foster care and must be completed prior to the first birthday of a child(ren) born to the employee or within one year of placement of a child(ren) with the employee for adoption or foster care.
- D. Paid parental leave does not have to be taken in one continuous period of time, subject to the limitations under CFRA.

Under CFRA regulations, the minimum duration of the leave shall be two weeks except that the District must grant a request for leave of less than two weeks duration on any two occasions.

No half days or reduced schedules are allowed.

IV. Evidence of Relationship (EOR)

Employees who request paid parental leave for bonding with a newborn child(ren) or placement of a child(ren) through adoption or foster care must submit "Evidence of Relationship (EOR)" (See form FMLA-8) within 15 calendar days of the request.

- A. EOR for bonding with a newborn child(ren) includes, but it not limited to a copy of the certificate of birth issued by the city or county office in which the child is born.
- B. EOR for bonding with a child(ren) placed for adoption or foster care includes, but it not limited to a copy of the letter of adoption placement or foster care placement issued by the county or city department of social services or authorized agency.
- C. EOR submitted must be complete and sufficient in order for paid parental leave to be approved.

If the submitted the EOR is incomplete and/or insufficient, the employee will be notified of the deficiencies in writing and given seven (7) calendar days to correct the deficiencies.

- D. At the time the Site Administrator or Designee requests EOR the employee shall be advised of the anticipated consequences of his or her failure to provide adequate certification.

V. Compensation

Paid parental leave is paid out of an employee's available illness time for a period of up to 12 workweeks.

- A. If an employee exhausts all available illness time, including all accumulated illness leave, and continues to be absent from his or her duties on account of paid parental leave, the employee will be compensated at a rate of 50 percent



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of his or her regular salary (“partial pay”) for the remaining portion of the 12-workweek period of paid parental leave.

- B. An employee who does not exhaust all of his or her available accrued illness time is ineligible for, and cannot access, the “partial pay” benefit.

VI. **Administrator Responsibilities**

Administrator responsibilities are those mandated under FMLA/CFRA per LAUSD BUL-1205, Family and Medical Leave Act/California Family Rights Act/Pregnancy Disability Leave Policy.

A. Identify a potential need for paid parental leave and/or FMLA/CFRA

- i. Federal and state regulations require the District recognize an employee’s need for paid parental leave and/or FMLA/CFRA.
- ii. The Site Administrator or Designee is responsible for initiating the required notifications and eligibility checks.

In all instances, the Site Administrator or Designee may ask additional questions to determine if the leave is paid parental leave and/or FMLA/CFRA-qualifying.

B. Determine eligibility

- i. The Site Administrator or Designee shall determine if the employee is eligible for paid parental leave with or without FMLA/CFRA protections. (See the “Eligibility” section of this bulletin for more information on paid parental leave eligibility and BUL-1205 regarding FMLA/CFRA.)
- ii. The Site Administrator shall give the employee the Notice of Employee Eligibility & Entitlement and Rights & Responsibilities (Form FMLA-2).
Notice must be provided within five (5) business days of recognizing the need for paid parental leave and/or FMLA/CFRA. Verbal notice is not sufficient.
- iii. If the employee does not meet the paid parental leave and/or FMLA/CFRA eligibility requirements, the Site Administrator or Designee shall give the employee the Designation Not Approved Notice (Form FMLA-4).

Notice must be provided within five (5) business days of determining the employee is not eligible for paid parental leave and/or FMLA/CFRA.

C. Request required documentation and appropriate absence forms

- i. The Site Administrator or Designee shall request the appropriate documentation from the employee, unless it has already been provided.
- ii. The Site Administrator or Designee shall give the employee the Evidence of Relationship (Form FMLA-8) Information Sheet if the required documentation has not been submitted by the employee at the time notice of the need for absence is provided. (See the “Evidence of Relationship (EOR)” section of this bulletin for more information.)



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D. Designate Absences

- i. Once the Site Administrator or Designee has reviewed the Evidence of Relationship and determined the absence is being taken for a paid parental leave qualifying reason with or without FMLA/CFRA protections, a Designation Approved Notice (Form FMLA-3) shall be given to the employee.
- ii. If the Evidence of Relationship is not received, is incomplete, or is not for a paid parental leave-qualifying reason, the Designation Not Approved Notice (Form FMLA-4) shall be given to the employee.

In all instances, the designation notice shall be given to the employee within five (5) business days of the determination.

E. Track amount of time used

The Site Administrator or Designee is responsible for tracking usage based on available entitlement and identifying the exhaustion and/or end of paid parental leave and/or FMLA and CFRA.

F. Maintain Documentation

All certifications, re-certifications, Evidence of Relationship (EOR) documents and medical histories of employees or the employee's spouse, domestic partner, child, grandparent, grandchild, sibling, and son or daughter are subject to various privacy protections and must be confidentially maintained.

All paid parental leave, FMLA, and CFRA documentation relating to the employees or the employee's spouse, domestic partner, child, grandparent, grandchild, sibling, and son or daughter must be kept in a *confidential* file separate from the employee's regular personnel records.

If the employee is taking a formal leave of absence (i.e. more than 20 working days), the original paperwork must be submitted to the appropriate Human Resources department and a copy is to be kept at the work location.

VII. Employee Rights

An employee who qualifies for paid parental leave will have the following rights while on leave:

- A. Leave will not constitute a break in service for the purposes of establishing longevity or seniority, or for layoff, recall, promotion, job assignment, or seniority-related benefits.
- B. Maintenance of health benefits during any period of paid parental leave under the same conditions as if the employee had continued to work.

While out on paid parental leave, an employee continues to be entitled to receive any applicable health benefits for which the employee is otherwise eligible.

- C. Reinstatement to the same or equivalent position upon return from paid parental leave running concurrent with FMLA and/or CFRA, subject to seniority rules in the event of layoffs in the employee's position.



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If the leave extends beyond the end of the employee's FMLA/CFRA entitlement, the employee does not have return rights under FMLA/CFRA. However, the employee may have rights under their respective Collective Bargaining Agreement and/or Personnel Commission Rules.

VIII. Employee Responsibilities

If an employee's leave qualifies as paid parental leave with or without FMLA and/or CFRA, the employee will have the following responsibilities while on leave:

- A. Provide Site Administrator or Designee with at least 30 days advance notice of when and how much leave is needed when the need to take paid parental leave is foreseeable.
- B. When the need for leave is not foreseeable, the employee is expected to notify the Site Administrator or Designee as soon as practicable based upon the facts and circumstances.
- C. Comply with the usual and customary call-in and reporting procedures in accordance with their work location and Collective Bargaining Agreement.

IX. Non-Retaliation and Protection from Interference with FMLA/CFRA Rights

Employers are prohibited from interfering with an employee's right to utilize paid parental leave, FMLA, and/or CFRA.

Interfering includes discriminating or retaliating against an employee for having exercised or attempted to exercise paid parental leave, FMLA, and/or CFRA rights.

Employees have the right to utilize paid parental leave, FMLA, and/or CFRA for any qualifying reason without criticism or discouragement.

An employee must not be subject to discipline for the exercise of paid parental leave, FMLA, and/or CFRA rights.

Retaliation and/or Interference does not include an employer's pertinent contact/communications with the employee regarding the employee's job.

The employer, however, is not permitted to contact the employee to induce the employee to return from leave or to require the employee to perform actual work.

While an employee can freely exercise their right to take paid parental leave, FMLA, and/or CFRA under the law and not be disciplined for doing so, taking a protected leave of absence will not affect pending disciplinary proceedings or prevent discipline from being issued that is based upon legitimate reasons related to work performance and/or conduct.

AUTHORITY:

This is a policy of the Los Angeles Unified School District. This policy is established in accordance with the California parental leave regulations and the California Family Rights Act.



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RELATED RESOURCES:

Family and Medical Leave Act/California Family Rights Act/Pregnancy Disability Leave Policy, BUL-1205, Division of Risk Management and Insurance Services, January 25, 2020.

Legally Mandated Paid Sick Leave for Eligible Employees, BUL-6259, Office of the General Counsel, August 3, 2015

Los Angeles Unified School District Protected Leaves & Absences website:
<http://fmla.lausd.net>

Certification of Absence Forms, BUL-6307, Office of the Superintendent, April 2, 2018

California Department of Fair Employment and Housing, CFRA Regulations:
<https://www.dfeh.ca.gov>

California Department of Fair Employment and Housing, California Pregnancy Disability Leave Act: <https://www.dfeh.ca.gov>

California Employment Development Department, California Family Paid Family Leave: <https://www.edd.ca.gov>

ASSISTANCE:

For assistance or further information, contact the Absence Management Unit in the Integrated Disability Management (IDM) Branch of the Division of Risk Management and Insurance Services via email at AbsenceManagement@lausd.net or by calling 213-241-3954 or visit the Protected Leaves and Absences website at <http://fmla.lausd.net>

FORMS:

1. Employee Eligibility & Entitlement and Rights & Responsibilities Notice (Form FMLA-2)
2. Approval Designation Notice (Form FMLA-3)
3. Designation Not Approved Notice (Form FMLA-4)
4. Evidence of Relationship (EOR) Information Sheet – Newborn, Foster Care, or Adoption Parental Leave (Form FMLA-8)



LOS ANGELES UNIFIED SCHOOL DISTRICT

Employee Eligibility and Entitlement & Rights and Responsibilities Notice

Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA)

Pregnancy Disability Leave (PDL), Paid Parental Leave (PPL)

SECTION I: For Completion by the SUPERVISOR

INSTRUCTIONS: Complete Section I and indicate the leave reason(s) under Part A before giving this notice to the employee.

School Site/Division

Supervisor/Administrator

Date

Employee Name

Employee #

PART A – NOTICE OF ELIGIBILITY

You have notified the District of your need for absence or leave from work. In addition to the leave policies set forth in any applicable collective bargaining agreement, if you are eligible, your absence also may qualify for protection under one or more of the following:

- Family and Medical Leave Act (“FMLA”)
- California Family Rights Act (“CFRA”)
- California Pregnancy Disability Leave (PDL)
- California Education Code Paid Parental leave (PPL)

To be eligible for an FMLA and/or CFRA protected leave, an employee must have worked for LAUSD for at least 12 months (52 weeks) at any time over the past seven years and have worked at least 130 workdays (or 1,250 hours for employees in Units A, G, and E and Classified Substitutes) in the twelve (12) months immediately preceding the leave.

To be eligible for PDL protected leave, an employee simply needs to be employed by the District and disabled by pregnancy as indicated by the employee’s health care provider. There is no service or worktime requirement.

To be eligible for PPL, an employee must have worked for LAUSD for at least 12 months (52 weeks) at any time over the past seven years and be either a classified or certificated employee. Substitute employees, temporary employees, unclassified employees, and employees who are neither classified nor certificated are not eligible for PPL.

PART B – RIGHTS AND RESPONSIBILITIES FOR TAKING FMLA/CFRA/PDL LEAVE

In order to determine whether your absence qualifies as FMLA/CFRA/PDL leave, you must return a complete and sufficient medical certification and/or Evidence of Relationship (EOR) to your worksite within fifteen (15) calendar days of receiving this notice.

Failure to provide a complete and sufficient medical certification and/or Evidence of Relationship (EOR) may result in the delay or denial of your request for protected absences and/or formal Leave of Absence. Unprotected absences may be counted against you in your attendance report.

Once we obtain the information from you as specified above, we will inform you, within five (5) working days, whether your leave will be designated as a protected leave and count towards your FMLA/CFRA/PDL leave entitlement.

Employee Responsibilities

If your leave qualifies as an FMLA/CFRA/PDL protected leave, you will have the following **responsibilities** while on FMLA/CFRA/PDL Leave:

1. Provide 30 days advance notice of the need to take FMLA/CFRA/PDL when the need is foreseeable.
2. When 30 days advance notice is not possible, provide notice as soon as practical.
3. Comply with your worksite’s normal call-in and reporting procedures.

4. Make reasonable effort to schedule treatment so as not to disrupt operations.
5. Reference the leave reason or the FMLA/CFRA/PDL when reporting absences and/or requesting additional leave.
In all instances, you are responsible for responding to questions from your Site Administrator to determine if the absence or leave is FMLA/CFRA/PDL-qualifying.
6. You may be required to reimburse the District for health insurance premiums paid on your behalf while on FMLA/CFRA/PDL leave if you do not return to work following FMLA/CFRA/PDL leave for a reason other than:
 - A. Continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA/CFRA leave;
 - B. Continuation, recurrence, or onset of a covered service member's serious injury of illness which would entitle you to FMLA/CFRA leave; or
 - C. Other circumstances beyond your control.

Employee Rights

If your leave qualifies as FMLA/CFRA/PDL protected, you will have the following **rights** while on FMLA/CFRAPDL leave:

1. You have a right under FMLA/CFRA for up to twelve (12) workweeks of unpaid leave in a 12-month period calculated as the 12-month period measured forward from the date of your first FMLA/CFRA.
2. You have a right under PDL for up to eighteen (18) workweeks of unpaid leave per pregnancy from the date of your first PDL absence.
3. You have a right under FMLA for up to twenty-six (26) workweeks of unpaid leave in a single 12-month period to care for a covered military service member with a serious injury or illness.
 - A. This single 12-month period is measured forward from the date of your first absence to care for a covered military service member. However, you are not entitled to more than twenty-six (26) workweeks in a 12-month period.
 - For example, if you take twelve (12) weeks of FMLA leave for your own serious health condition and subsequently require leave as a military caregiver, you are only entitled to fourteen (14) additional weeks of FMLA leave.
4. Your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work.
5. You must generally be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from FMLA/CFRA/PDL-protected leave. However, a layoff that would have led to separation of your employment if you had not taken an FMLA/CFRA/PDL-protected leave will still lead to separation of your employment. (If your leave extends beyond the end of your FMLA/CFRA/PDL entitlement, you do not have return rights under FMLA/CFRA/PDL. However, you may have rights under your Collective Bargaining Agreement.)
6. If your FMLA/CFRA absence is for your own Serious Health Condition, you are required to use any available full pay illness, half pay illness, and vacation time before going unpaid.
7. If your FMLA/CFRA absence is to care for your family member, you have the option to use any available Kin Care and are required use any available Personal Necessity and/or vacation time. All other time is unpaid. If you are receiving benefits under the California Paid Family Leave (PFL) program, however, you are not permitted to use vacation time.
8. If your absence is for disabilities related to pregnancy, childbirth, or related medical conditions under PDL, you may use any available full pay illness, half pay illness, and vacation time.
9. If your absence is for the purposes of bonding during the first year following the birth or placement of a child with the parent through adoption or foster care under PPL, you are required to use any available full pay and half pay illness. Employees who exhaust ALL illness pay and continue to be absent for the purposes of PPL are compensated at a rate of 50% of their regular salary for the remaining portion of the 12 workweeks.
10. If you do not meet the requirements for taking a paid leave, you may take an unpaid FMLA/CFRA/PDL-protected leave.

For a copy of conditions applicable to illness/vacation leave usage, please refer to your Collective Bargaining Agreement.

This letter was delivered via:

Hand Delivered Regular Postal Mail Email Certified: Postal Mail #:

Other:



Approval Designation Notice

Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA)
Pregnancy Disability Leave (PDL), Paid Parental Leave (PPL)

SECTION I: For Completion by the Supervisor

INSTRUCTIONS: Complete before giving this form to the employee.

School Site/Division

Supervisor/Administrator

Date

Employee Name

Employee #

Your request has been reviewed along with any supporting documentation. Your protected leave (absence) request is approved based on your first absence date of ... All leave (absences) taken for the reason(s) indicated below will be designated under FMLA, CFRA, PDL, and/or PPL, as appropriate. (check all that apply)

Self:

- Your own serious health condition under FMLA and/or CFRA.
Your own physical or mental condition related to pregnancy or childbirth under PDL with or without FMLA. CFRA is excluded from running concurrently with PDL.

Family Member:

- The serious health condition, including incapacity due to pregnancy, of your spouse, child, or parent under FMLA and/or CFRA.
The serious health condition, including incapacity due to pregnancy, of your registered domestic partner, grandparent, grandchild, or sibling under CFRA only.

Family Member Name: Relationship:

Bonding/Parental Leave:

- The birth of a child, or placement of a child with the employee for adoption or foster care, and to bond with the newborn or newly-placed child under FMLA and/or CFRA. Bonding must be completed by your child's first birthday or within 12 months of your first absence date for the purposes of the placement of your adopted or foster child.
To bond with the newborn or newly-placed child under Paid Parental Leave (PPL). PPL must be completed by your child's first birthday or the first anniversary of the date your adopted or foster child was legally and physically placed in your home.

Child's Name: Date of Birth/Placement:

Military Exigency & Caregiver:

- A qualifying exigency arising out of the fact that your spouse, child, or parent is on covered active duty, has been notified of an impending call or order to covered active duty with the US Armed Forces under FMLA and/or CFRA.
A serious injury or illness of a covered servicemember where you are the Military Caregiver of your spouse, child, parent, or next of kin under FMLA only.

Family Member Name: Relationship:

- FMLA and CFRA entitles you to up to 12 workweeks of job-protected time in a 12-month period measured forward from your first absence date.
PDL entitles you to up to 18 workweeks job-protected time per pregnancy measured forward from your first absence date.
PPL entitles you to up to 12 workweeks of job-protected time in a 12-month period measured forward from your first absence date.
FMLA entitles you to up to 26 workweeks for Military Caregiver Leave of job-protected time in a 12-month period measured forward from your first absence date. The 12 workweeks of FMLA for all other qualifying reasons is included in the 26 workweeks for Military Caregiver Leave.

Any paid leave for any reason(s) indicated above will count against your protected leave entitlement.

This letter was delivered via:

- Hand Delivered Regular Postal Mail Email Certified: Postal Mail #: Other:



Approval Designation Notice

Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA)
Pregnancy Disability Leave (PDL), Paid Parental Leave (PPL)

Based on the information you have provided to date; we are providing the following information about your eligibility period and the amount of time that will be counted against your leave entitlement:

Current FMLA Year: From: Through:

You previously used: (weeks/days/hours) of protected time during the current FMLA year.

Current CFRA Year: From: Through:

You previously used: (weeks/days/hours) of protected time during the current CFRA year.

Current PPL Year: From: Through:

You previously used: (weeks/days/hours) of protected time during the current PPL year.

Current PDL Entitlement Start Date:

You previously used: (weeks/days/hours) of protected time during the current PDL entitlement.

Scheduled Leave (Absence)

Provided there is no deviation from your anticipated leave schedule: FMLA/CFRA/PDL/PPL Days/Weeks:

Single Continuous Period of Time:

From: Through:

Reduced Schedule Leave (Part-time or Reduced Schedule Work Hours):

Hours per day; Days per week; From Through

Unscheduled (Intermittent) Leave (Absence)

Because the leave you will need will be unscheduled (intermittent), it is not possible to provide the hours, days, or weeks that will be counted against your FMLA/CFRA/PDL entitlement at this time. You have the right to request this information once in a 30-day period (if leave was taken in the 30-day period).

Time off for Medical Appointments or Treatment:

Frequency: Times per: Week(s) / or Month(s)

Duration: Hour(s) / or Day(s) per episode

CERTIFICATION DURATION: From: Through:

Intermittent Leave for Flare-ups related to the specific health condition/qualifying event identified on your certification only:

Frequency: Times per: Week(s) / or Month(s)

Duration: Hour(s) / or Day(s) per episode

CERTIFICATION DURATION: From: Through:

NOTES:

FMLA/CFRA/PDL/PPL requires that you comply with usual and customary call-in and reporting procedures at your work site and Collective Bargaining Agreement, specify your time away is FMLA/CFRA/PDL/PPL-related, and notify your site as soon as practicable if dates of scheduled leave change or are extended.

This letter was delivered via:

- Hand Delivered Regular Postal Mail Email Certified: Postal Mail #: Other:



Designation Not Approved Notice

Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA)
Pregnancy Disability Leave (PDL), Paid Parental Leave (PPL)

SECTION I: For Completion by the Supervisor

INSTRUCTIONS: Complete before giving this form to the employee.

School Site/Division

Supervisor/Administrator

Date

Employee Name

Employee #

Your request has been reviewed along with any supporting documentation. Your protected leave request has NOT been approved based on your first absence date of ... All leave (absences) taken for the reason(s) indicated below will NOT be designated under FMLA, CFRA, PDL, and/or PPL, as appropriate. (check all that apply)

Eligibility:

- Checkboxes for eligibility requirements: 12 months of employment, 130 days worked, FMLA/CFRA/PPL bonding eligibility, and child's name/birth date.

Certification:

- Checkboxes for certification requirements: documentation submitted, health care provider certification, evidence of relationship, and certification of qualifying exigency.

This letter was delivered via:

- Hand Delivered, Regular Postal Mail, Email, Certified: Postal Mail #, Other



Designation Not Approved Notice

Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA)
Pregnancy Disability Leave (PDL), Paid Parental Leave (PPL)

Leave Reason:

FMLA/CFRA/PDL/PPL does not apply to your leave request.

Request/Leave (Absence) Reason: _____.

Leave (Absence) reasons covered under FMLA/CFRA/PDL/PPL:

- ✓ The birth of (or bonding with) your new child;
- ✓ Placement in your home of a new child by adoption or foster care;
- ✓ Your own serious health condition;
- ✓ Serious Health Condition of your covered family member that requires your participation and/or care;
- ✓ Military Exigency Leave; or,
- ✓ Military Servicemember (caregiver) Leave

Entitlement:

You previously exhausted your 12 workweeks of FMLA leave (26 workweeks of Military Caregiver leave) entitlement effective _____.

Your current FMLA Year is from: _____ through _____.

You previously exhausted your 12 workweeks of CFRA leave entitlement effective _____.

Your current CFRA Year is from: _____ through _____.

You previously exhausted your 18 workweeks PDL leave entitlement effective _____.

You previously exhausted your 12 workweeks of PPL leave entitlement effective _____.

Your current PPL Year is from: _____ through _____.

This letter was delivered via:

- Hand Delivered Regular Postal Mail Email Certified: Postal Mail #:

Other:



LOS ANGELES UNIFIED SCHOOL DISTRICT

Evidence of Relationship (EOR) Information Sheet: Newborn, Adoption, or Foster Care Parental Leave

Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA)

Pregnancy Disability Leave (PDL), Paid Parental Leave (PPL)

SECTION I: For Completion by the SUPERVISOR

INSTRUCTIONS: Complete Section I before giving this form to the employee. You may not ask an employee to disclose information other than what is permitted under the applicable regulations. Employers must maintain confidential leave records that document an employee's medical certifications/recertification and other documents, separately from the employee's personnel files.

School Site/Division

Supervisor/Administrator

Date

Employee Name

Employee #

SECTION II: Guidelines for the EMPLOYEE

INSTRUCTIONS: You are required to submit a timely, complete and sufficient documentation to support requests for protected absences and/or formal Leave of Absence. Submittal of Evidence of Relationship (EOR) is required by LAUSD in order to obtain and/or retain leave protections to bond with a child. **Evidence of Relationship (EOR) should be returned within 15 calendar days of request.** Failure to provide a complete and sufficient documentation may result in the delay or denial of your request for protected absences and/or formal Leave of Absence.

Bonding Form/Certification	Description
Health Care Provider Certification of Birth	An original letter obtained from the birth mother's health care provider or hospital where the birth took place that includes the mother's name and the child's date of birth.
Birth Certificate	A copy of the certificate issued by the city or county office in which the child is born.
Foster care Placement Letter	A copy of the letter of foster care placement issued by the county or city department of social services or authorized voluntary foster care agency. New placement of foster care documentation must indicate the date the child was placed in your custody (home).
Adoption Placement Letter	A copy of the letter of adoption placement issued by the county or city department of social services or authorized adoption agency. New placement of adoption documentation must indicate the date the child was placed in your custody (home).
Court Documents of Adoption	A copy of the court document finalizing adoption or documentation in furtherance or court order finalizing adoption. New placement of adoption documentation must indicate the date the child was placed in your custody (home).

This letter was delivered via:

Hand Delivered Regular Postal Mail Email Certified: Postal Mail #:

Other: