



## INFORMATION REGARDING LEAVE REQUIREMENTS

Employees requesting an unpaid long-term leave of absence should refer to the appropriate collective bargaining contract for more detailed information regarding types of leaves available, eligibility and permissible lengths.

- **Certificated:**
  - ◆ Administrators Association Collective Bargaining Agreement – Article 8
  - ◆ Teacher Bargaining Unit Contract – Article 10
- **Classified:**
  - ◆ Administrators Association Collective Bargaining Agreement – Article 8
  - ◆ Office-Technical and Business Services Bargaining Unit Contract – Article 12
  - ◆ Operations-Support Services Bargaining Unit Contract – Article 12
  - ◆ Paraeducator Bargaining Unit Contract – Article 12
  - ◆ School Police Services Unit Contract – Article 12

**Non-Represented Managers, Supervisors and Confidential Employees** should refer to the **San Diego School District Administrative Procedure 7430** for a more detailed explanation of eligibility requirements and permissible length of leaves. Long-term leaves will be reviewed on a case- by- case basis for approval.

If you need further assistance, please contact:

Gloria Rangel            Human Resources Specialist  
[grangel@sandi.net](mailto:grangel@sandi.net)      (619) 725-8172

Additional information can be found via the Staff Portal.  
[www.sandi.net](http://www.sandi.net) → Staff Portal → Resources → Human Resources → HR Forms

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## ELIGIBILITY REQUIREMENTS FOR AB375/AB2393

**AB2393/AB375** Child Bonding/Parental Leave -Effective January 1, 2017 uses the term “parental leave” which it defines as “leave for reason of the birth of a child of the employee, or the placement of a child with an employee in connection with the adoption or foster care of the child by the employee.” Under the CFRA regulations, an eligible employee is entitled to 12 work weeks of bonding leave to be utilized during the first year following the birth or placement of a child with the parent through foster care or adoption.

The 1,250-hour requirement was eliminated for parental leave under the Education Code but it still applies to other CFRA/FMLA qualifying leaves. To be eligible for the bonding leave you must have worked for the district for at least 12 months.

## ELIGIBILITY REQUIREMENTS FOR FAMILY AND MEDICAL LEAVE ACT

A Family & Medical Leave Act (FMLA) shall be granted to an employee for certain family and medical reasons. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons listed below. Employees are eligible if they have worked for San Diego Unified School District for at least one year, and have completed 1,250 hours of service over the previous 12 months.

For the purposes of Family and Medical Leave Act ONLY, the following definitions shall apply:

1. **Child** means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a unit member standing in loco parentis who is either under eighteen (18) years of age or is an adult dependent child.
2. **Parent** means a biological, foster, or adoptive parent, a stepparent, a legal guardian, or other person who stood in loco parentis to the unit member when the unit member was a child.
3. **Spouse** means the legal husband or wife, or domestic partner, of a unit member.
4. **Serious Health Condition** means an illness, injury, impairment, or physical or mental condition that involves either inpatient care in a hospital, hospice or residential health care facility, or continuing treatment or supervision by a health care provider.
5. **Health Care Provider** means a doctor of medicine or osteopathy who is authorized to practice medicine or surgery (as appropriate) by the state in which he/she practices, or any other person determined by the United States Secretary of Labor to be capable of providing health care services.

**HEALTH BENEFITS (MEDICAL, DENTAL, VISION):** The district will continue to provide district-paid health benefits during AB2393/AB375 or Family & Medical Leave Act. Employees will be responsible for paying employee’s contributions (if any). Employees must contact the district’s benefits office to make arrangements for paying employees contributions. (619) 725-8130.