Baby-Bonding/Parental Leave Guide for Employees

Baby-Bonding/Parental Leave is protected and regulated by the California Department of Fair Employment and Housing (DFEH) through the provisions of the California Family Rights Act (CFRA).

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 REQUIREMENTS

In order to be eligible for Baby-Bonding/Parental Leave, you must meet the following requirements:

1. You must have a minimum of 12 months of cumulative University service.
2. You must have worked a minimum of 1,250 hours in the 12 month period immediately preceding the start of the leave. Only actual hours worked should be counted. Do not include sick leave, vacation leave, or holiday hours. Your supervisor or UCDHS Payroll Department Representative should be able to assist you in determining whether you meet this requirement.

Please note: Female employees who have given birth to a child and were eligible for Family and Medical Leave at the start of their pregnancy disability will not have to meet the above requirements again if they begin their Baby-Bonding/Parental Leave on the day after their pregnancy disability ends. If you do not use all of your 12 weeks of leave at one time, and you did not provide your manager with a request for subsequent leave periods prior to the start of your PDL, you will be required to re-establish eligibility for Baby-Bonding/Parental Leave for each subsequent leave period.

PROCEDURE

Any employee who intends to take Baby-Bonding/Parental leave must complete a Leave of Absence Request in ecotime® at least 30 days in advance of the start of the leave. FMLA-related paperwork is not required.

LEAVE DURATION

CFRA regulations require employers to provide up to 12 weeks of Baby-Bonding/Parental Leave. 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 are 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.

The collective bargaining agreement reached between the University and the California Nurses Association (CNA) allows nurses represented by CNA to take up to 6 months of Childcaring Leave which runs concurrently with Baby-Bonding/Parental Leave.
MANNER IN WHICH LEAVE MAY BE TAKEN

All Baby-Bonding/Parental Leave must be completed within 12 months of the birth or placement of the child.

Represented Employees

The basic minimum duration of any Baby Bonding/Parental Leave for represented employees is two (2) weeks. However, the University will grant an employee’s request for a Baby Bonding/Parental Leave of less than two (2) weeks’ duration on any two occasions. Employees who are represented by a union cannot take Baby-bonding/Parental Leave as intermittent leave.

Unrepresented Employees

Unrepresented employees may only take Baby-Bonding/Parental Leave for a period of less than two (2) weeks or intermittently or on a reduced schedule at the discretion of the employee’s supervisor and then only according to an agreed schedule.

Unrepresented employees who have exhausted their FMLA leave entitlement and wish to take baby bonding/parental leave on a part-time basis may do so with approval of their supervisors provided that employees who elect to take leave in less than full day increments select one of the following options:

- For those unrepresented employees who have accrued leave: Use their leave bank accruals to supplement the unpaid portion of their leaves so that they receive 100% of their regular pay; or
- For those unrepresented employees who have no accrued leave or do not wish to use their accrued leave: Have their appointments temporarily reduced for the duration of their parental leave. Appointments will be restored at the end of the reduced appointment period or when those employees elect to use the first option for the remainder of the parental leave.