



CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: Leaves – Paid Parental Leave (Maternity , Paternity, Adoption Leave)	
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The parental leave is a paid leave associated with the birth of an employee’s own child or the placement of a child with the employee in connection with adoption or foster care. This type of absence is not charged against the employee’s leave credits, and the amount of paid days received is based on employee category.

Paid Parental leave runs concurrently with any other related leaves for which the employee is eligible. The chart below is a reference that can be used to determine the amount of paid maternity/paternity/adoption leave an employee is entitled to under this program.

Employee Category	Number Of Eligible Paid Days	Timeframe Guidelines for the Paid Parental Leave
Unit 1 (Physicians)	20 Days	Commences with the arrival of the employee’s new child, and days run consecutively.
Units 2, 5, 7, 9 (CSUEU)	30 Days	Up to 30 workdays per calendar year to prepare for the arrival and/or care of a new child, up to his/her sixth (6 th) year due to birth of the child, adoption or foster care assignment. Leave must commence within 60 days of the arrival of the child. Once leave begins, the days run consecutively, unless mutually agreed otherwise by the employee and appropriate administrator. Leave may only be taken in daily increments. Five days of non-consecutive paid time available upon approval of the appropriate administrator for issues related to placement of an adopted or foster child, who is six (6) to sixteen (16) years of age. Must be taken within one year of the date of placement, in full days.
Unit 3 (Faculty)	30 Days	Shall commence within a one hundred and thirty-five (135) day period beginning sixty (60) days prior to the anticipated arrival date of a new child and ending seventy-five (75) days after the arrival of a new child. Charged for only workdays in such a period of time and may be used 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. Days run consecutively.
Unit 4 (Academic Support)	30 Days	30 workdays must be initiated within 60 days after the arrival of each new child. Days shall be taken consecutively unless mutually agreed otherwise by the employee and appropriate administrator. Limited to a maximum of 30 days per calendar year if leave is for placement of one or more foster children with the employee or with employee’s spouse or domestic partner. Leave may only be taken in full-day increments.



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Unit 6 (Skilled Trades)	30 Days	Care for a new infant or adopted child up to the age of five (5), which shall commence upon the birth or placement of a child. Once the leave begins, days must be taken consecutively. Scheduling of leave may be modified by mutual agreement.
Unit 8 (Public Safety)	30 Days (8 hour days) per calendar year. (240 hours)	Commences within 60 days of the arrival of the new child, or placement of child for adoption or foster care, and days run consecutively. Must be taken in full days.
Unit 11 (Academic Student Employees)	None	Not available to employees within this employee category.
Confidential (C99)	30 Days	Commences within 60 days of the arrival of the new child, and days run consecutively. Leave may only be taken in daily increments. Upon mutual agreement and on an exception basis, the scheduling of the leave may be modified to meet the operational needs of the campus.
Management Personnel Plan (MPP) (M80)	30 Days	Commences within 60 days of the arrival of the new child, and days run consecutively. Leave may only be taken in daily increments. Upon mutual agreement and on an exception basis, the scheduling of the leave may be modified to meet the operational needs of the campus.
Executive (M98)	30 Days	Commences with the arrival of the new child, and days run consecutively.
Excluded (E99)	None	Not available to employees within this employee category.

A female employee may be entitled to receive paid benefits as described below should she experience disability caused by pregnancy, childbirth and/or recovery from childbirth

SICK LEAVE

In addition to paid maternity leave, female employees who have been disabled (temporarily incapacitated) and unable to work because of pregnancy, childbirth, and/or recovery from childbirth may utilize up to 10 days (*15 days for employees in Units 2,5,7 & 9*) of accrued sick leave to cover the period of disability. Employees who need to utilize more than 10 days of accrued sick leave (*15 days for employees in Units, 2,5,7, & 9*) because of continued disability caused by pregnancy, childbirth, and/or recovery will be required to provide medical verification to their supervisor/department chair/appropriate administrator. Additional paid benefits may be available through use of vacation and/or Non-industrial Disability Insurance (NDI). Additional medical verification is necessary to receive NDI benefits.

VACATION LEAVE

Employees who want to use accrued vacation leave for absences due to pregnancy, childbirth, and/or recovery must first submit a request in writing to their appropriate administrator. As with all requests for use of vacation benefits, the administrator must approve the request prior to the start of the leave.

NON-INDUSTRIAL DISABILITY INSURANCE BENEFITS (NDI)

Employees who have exhausted their university-paid sick leave, who are on an approved medical leave of absence due to pregnancy, childbirth or recovery, and who continue to be disabled because of pregnancy, childbirth, and/or recovery may be eligible for Non-industrial Disability Insurance (NDI).

NDI, a benefit administered by the Employment Development Department for California State University employees, provides up to 26 weeks of paid benefits to eligible employees who are unable to work because of a non-work related



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illness or injury, including pregnancy. Before applying for NDI benefits, eligible employees should first apply for and receive an approved leave of absence from their department.

A claim filed for pregnancy-related disability benefits will be treated in the same manner as any other disability claim. The doctor's diagnosis and verification of continuing disability will determine how long an employee receives NDI benefits. However, the average length of coverage for pregnancy-related disability is four weeks prior to the date of childbirth, and six weeks after the date of birth, or eight weeks if delivery was by Caesarean section. NDI benefits range from one-half of full pay to a maximum of \$125 weekly (\$250 weekly for employees in certain bargaining units). State and federal taxes will be deducted from NDI payments.

To be eligible for NDI benefits, you must be a contributing member of the Public Employees Retirement System (PERS) and be a:

- * Full time or part-time permanent or probationary staff employee, or
- * Full time or part-time temporary staff employee appointed for 12 months, or
- * Half-time or more faculty employee appointed for one year of service or for one academic year.

An employee may apply for NDI in the Office of Payroll Services by completing Form DE 8501 before the employee's last day on pay status. Application may be made after an employee has applied for and received an approved leave of absence.

To receive NDI benefits, an employee must:

- Submit a written request for a medical leave of absence from the supervisor/department chair/appropriate administrator and have that request approved,
- Exhaust her entire sick leave accrual balance, and
- Serve a seven consecutive day waiting period (unless hospitalized) before receiving paid benefits.

While receiving NDI benefits, an employee will not receive any PERS service, sick leave, or vacation leave credits, although the university will continue to pay its share of the employee's health benefits.

Employees on NDI may continue all discretionary deductions. This will be done automatically unless an employee advises the Office of Payroll and Benefit Services differently.

Accumulated vacation may be used before receiving NDI benefits. If an employee has been authorized to use accumulated vacation leave, that employee must exhaust **all** of the vacation leave balance before she is eligible to receive NDI benefits (this includes personal holiday).

BENEFITS WHILE ON PAID MATERNITY LEAVE

Health benefits will be automatically continued during an approved, paid maternity leave of absence, if the employee is enrolled in health benefit programs at the commencement of the leave. An employee who is eligible for enrollment at the commencement of the leave may enroll. Benefits will become effective approximately one month after enrollment. The university will continue to pay benefit premiums as prescribed by applicable collective bargaining agreements and/or policies. Affected employees will continue to contribute premium co-payments as applicable.

Vacation and sick leave credits will continue to accrue while on pay status. Faculty and staff on paid maternity/paternity leave will continue to accrue service credit toward probation, service salary increase eligibility, and seniority. Faculty will also continue to accrue sabbatical eligibility and difference in pay eligibility.



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TYPES OF UNPAID PARENTAL LEAVES OF ABSENCE

PARENTAL LEAVES OF ABSENCE

Unpaid leaves of absence may be used to prepare for the arrival/or the care of a new infant or child. Unpaid parental leaves of absence are available to both men and women who are permanent, probationary, or temporary employees. Leaves of absence, however, may not be granted beyond a temporary employee's appointment expiration date. Tenured faculty are eligible for maternity/paternity leave without pay for up to twelve (12) months. (Any combination of family care or medical leave and pregnancy disability leave shall run concurrently with the period of maternity/paternity leave available to a tenured faculty.)

FAMILY AND MEDICAL LEAVE (FML)

Family Care or Medical Leave is separate and distinct from the right of a female employee to take a pregnancy disability leave. She may request up to 12 weeks of Family Care or Medical Leave for reason of the birth of her child, or due to her own serious medical condition. (Any combination of family care or medical leave and pregnancy disability leave shall run concurrently with the period of an unpaid maternity/paternity leave for which staff and tenured faculty are eligible.)

Under the Family Care and Medical Leave (FML) Policy, faculty and staff members on approved unpaid leaves of absence may have health benefits continued for a 12-week period. Employees who wish to continue their health benefit coverage while on leave should contact the Office of Payroll Services.

A probationary period may be extended when a probationary employee is on leave for an extended period of time.

BENEFITS WHILE ON UNPAID PARENTAL LEAVE

Pursuant to the California State University Family and Medical Leave (FML) Policy, employees who are eligible and enrolled in medical, dental, and vision benefit programs may have benefit programs continued for a 12-week period while on approved unpaid leaves of absence. An employee must use any personal holiday, accumulated vacation, and CTO prior to being placed on unpaid leave to be eligible for continued benefits. For the period of the leave that qualifies under the FML Policy guidelines (up to 12 weeks), the CSU will continue to pay its portion of an employee's medical, dental, and vision premiums. An accounts receivable will be established for any employee premium co-payments required during unpaid leave.

Once an employee's paid sick leave, paid benefit period, and NDI have been exhausted, and he/she remains on unpaid leave, it will be necessary for that employee to make direct insurance payments to continue health benefit coverage. An employee who does not qualify for NDI or has not applied for NDI and wishes to retain insurance coverage will need to make direct insurance payments. To begin this process, contact the Office of Payroll Services.

Whenever employees are not on pay status for a full pay period or more, they must pay the full premiums in advance including the employer's contribution. A payment also must be made for the pay period in which the employee returns to work.

Vacation and sick leave credits do not accrue during unpaid leave.

If you have questions about NDI or direct insurance premium payments, please contact the Office of Payroll Services at (562) 985-4164.

Employees on approved unpaid parental leaves of absence should understand the status of their university benefits during the leave. It is highly recommended that interested employees consult a representative in the Office of Benefit Services.

HOW TO APPLY FOR MATERNITY/PATERNITY/ADOPTION OR PARENTAL LEAVES OF ABSENCE

Staff employees must complete a "Staff Leave of Absence Request Form" which can be found at: [Staff Human Resources Forms](#) and follow the instructions on the form. Faculty must submit a written request to their chair/appropriate administrator indicating the type and length of leave requested. If the leave is approved, faculty will receive a document from the Office of Employee Relations describing the leave and expected date of return.



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Once on an approved leave, employees may request extensions to the leave. Any requests for extension of an approved leave must be in writing to the supervisor/department chair/appropriate administrator indicating the length of the requested extension and the reasons. If the extension is approved, staff employees will receive a document from the Office of Staff Human Resources. Faculty will receive a document from the Office of Employee Relations describing the extension and expected date of return. If a request for an extension is denied, the employee must return to work at the expiration of the original leave. A doctor's statement may be required certifying the need for the leave/and or the extension.

RETURN TO WORK

When the term of an authorized paid or unpaid leave of absence expires, a permanent or probationary employee has the right to return to a position within his/her classification.

An employee on a paid leave of absence may return to work prior to the expiration of the leave.

An employee on an unpaid leave of absence will not be entitled to automatically return to work prior to the expiration of leave. An employee who wishes to return to work before the leave expires must obtain prior approval from the department.

DEPENDENT CARE REIMBURSEMENT PROGRAM

Faculty and staff can enroll in the California State University Dependent Care Reimbursement Program.

The CSU Dependent Care Reimbursement Program provides for the payment of certain dependent care expenses from an employee's pre-tax income through special tax-free account set up for this purpose.

Each month a selected amount is deducted from the employee's salary before income and FICA taxes are withheld. These funds are held in a personal Dependent Care Account (DCA) until the employee incurs eligible expenses and files a claim for reimbursement. Even when paid out as reimbursements, the funds remain tax-free.

For more information about this plan, employees should contact the Office of Benefit Services at (562) 985-2381.

Forms: [Leave of Absence Request Form](#)