




# Leave of Absence: **BABY BONDING**

## STEPS YOU NEED TO TAKE

**Prior to going on a leave of absence, submit the following to your supervisor:**

- A **written request** outlining bonding time off, submitted at least 30 days in advance; and,
- An Auditor's Office **Notification for State Disability Insurance and/or Paid Family Leave Integration** form, if applicable.
- Next, in  **Request Absence** for a leave type of **Baby Bonding**, and upload your written request. Then go to your **In Box** to complete and submit the **Leave Questionnaire**.

For more information contact the  
Human Resources Department

Phone: 530-889-4060

Email: [PCHRD@placer.ca.gov](mailto:PCHRD@placer.ca.gov)

[www.placer.ca.gov](http://www.placer.ca.gov)



## FAMILY & MEDICAL LEAVE ACT CALIFORNIA FAMILY RIGHTS ACT

- FMLA/CFRA provide job and benefit protections that run concurrently and may be granted for up to **12 work weeks** to bond with your newborn child, newly adopted child, or newly placed foster care child.
- Bonding must be concluded within **one year** of the child's birth or placement.
- **Minimum** duration of a requested leave for the purposes of bonding is two weeks. However, CFRA allows employers to grant a leave of less than two weeks duration on any two occasions.

## FMLA/CFRA Eligibility

You may be eligible for FMLA/CFRA leave if you meet the following criteria:

- You have been employed at Placer County for at least **12 months**; and
- You have worked for at least **1,250 hours** of service during the 12 month period immediately preceding the commencement of the leave.

Once the Human Resources Department receives notification of your request for leave of absence in **Workday**, your eligibility will be verified and you will be notified by mail.

## FMLA/CFRA Time Calculated

The available 12 week period is determined by using a rolling 12 month period measured backward or forward depending on your bargaining unit from the first date leave is used. Under a rolling 12 month period, each time an employee takes leave, the remaining weeks of leave time available is the balance of the 12 weeks that has not been used during the rolling period.

## Use of Leave Accruals on FMLA/CFRA

You will need to use all leave balances including Vacation, Floating Holiday, CTE etc. (with the exception of sick leave) while on a leave of absence to bond with your newborn, newly adopted or newly placed foster care child. If you exhaust your leave balances, you will be allowed to continue on leave in an unpaid status, while covered under FMLA/CFRA. When requesting a leave, a **Request Absence** must be initiated in **Workday**. You will request **Baby Bonding** entering the leave dates and uploading your written request. Then you will go to your **In Box** to complete and submit the **Leave Questionnaire**.

**Note:** If you are in an unpaid status, **Management**, or **District Attorney/Child Support Attorney Leave**, which is earned on a pro-rated basis, will be re-calculated and may require pay back of a portion of the hours.

## Benefit Premiums

You will continue to be responsible for your normal **employee share** of premium costs while on a leave of absence. Your premiums will be paid through the payroll process and all your benefits remain intact when you are in a **paid status** using your leave accruals. If you are off payroll in an **unpaid status**, you will still be responsible for your normal **employee share** of premiums and will be billed through Revenue Services. If in an **unpaid status** and not covered under FMLA/CFRA, you may become responsible for **both employee and employer premiums**.

## Paid Family Leave (PFL)

### (PPEO REPRESENTED EMPLOYEES ONLY)

PPEO represented employees may receive Paid Family Leave to bond with a newborn child, newly adopted child or newly placed foster care child. PFL provides up to **eight (8) weeks of partial paid benefits** in a **12 month period** and is administered by the State of California **Employment Development Department** (EDD). Only employees covered by SDI are eligible for this program. Here is how it works:

- You apply on-line for PFL, at [www.edd.ca.gov](http://www.edd.ca.gov). Submit your claim no earlier than the first day your family leave begins.
- Your leave balances will be coordinated/integrated with your PFL benefits so that between your County pay and the PFL payment, you will receive your regular pay and cover your employee share of insurance premiums.
- Vacation leave, and/or other leave balances such as Holiday Credit Earned and Comp Time, must be used with PFL to bond with your newborn child, newly adopted child or your newly placed foster care child. **You may not use sick leave for "Bonding" leave.**
- Notify your immediate supervisor and payroll staff by submitting the Auditor's Office **Notification for State Disability and/or Paid Family Leave Integration** form for PFL to begin the integration process.
- Until you submit the completed form to the Auditor's, your appropriate leave balances (excluding sick leave) will be used based upon your scheduled hours to calculate your regular pay.
- If you decide to apply for PFL at a later date, you will not receive retroactive benefit adjustments, including adjustment of leave hours utilized from Placer County.

## Benefit Enrollment: Self-Service Birth/Adoption

After the birth/adoption of your child, you will need to add/update your **health benefits** for your new dependent **within 60 days** through **Workday** Self-Service (30 days for other benefits). Coverage is effective from the date of birth for newborn children and/or the date physical custody is obtained for newly adopted children. Use the **Job Aid: Benefit Life Event** on the County website for enrollment instructions. Complete and send to Human Resources a **CalPERS Declaration of Health Coverage** form, a copy of the birth certificate or announcement, and the child's Social Security number, once received.

PFL	8 Weeks	(Wage Replacement, integrated paid benefit)
FMLA	12 Weeks	(Runs concurrently with CFRA, and may be spread out through 12 month period)
CFRA	12 Weeks	(Bonding starts at date of birth/adoption placement and allows 12 weeks in a 12 month period)