

**SAN DIEGO CITY SCHOOLS
HUMAN RESOURCE SERVICES DIVISION**

OPTIONS FOR PREGNANCY/CHILDBIRTH LEAVES

- **Employee is entitled to utilize sick leave for the time she is unable to work due to her pregnancy/childbirth; typically, this is a 6-8 week period. A doctor's authorization is required. The duration of this sick leave depends upon the doctor's release.**
- **During the period of absence, employee submits sick leave cards, signed by her physician, to the site/work location. One card is submitted per month (to the site) following the payroll timelines (16th to the 15th of each month).**
- **After the doctor's full medical release, employee may return to work or request one or more of the following unpaid leaves of absence:**
 - ◆ **Family Medical Care Leave – 12 workweeks within a 12-month period without pay; benefits are paid (refer to Leave of Absence Request Form, side two).**
 - ◆ **Only permanent and probationary employees may request a long-term parental leave of absence (without paid benefits) for the balance of a calendar or academic school year. This may be extended from year to year for a period not to exceed two additional calendar years for classified employees; three additional academic school years for certificated employees.**

<p>Forms must be submitted to HRSD, Eugene Brucker Education Center, Room 1241 FAX# (619) 296-7522</p>
