



Contra Costa Community College District Parental Leave (AB2393) Form

Instructions to employees: Complete the form noted below. Return this form, including supporting documentation, to your manager who will then forward it to Campus and District Office Human Resources Department. Please note: you must be scheduled to work in order to utilize sick leave for Parental Leave.

I. Employee Information

Employee ID

Last Name, First Name M.I.

Campus/Location

Department

Supervisor

Date of first day of leave

Return to work date: (estimated if not known)

Supervisor's Contact

Address, City, State, Zip

Personal Email

Home Phone

**Please tell us the best way to contact you while you are on leave should we have any questions or information for you. Inaccurate information may result in delayed payroll processing.*

II. Reason for requesting Parental Leave (AB2393)

Leave may be granted for *any* of the following reasons. Please indicate your reason(s) for requesting this leave. All reasons require **verification** to be attached to this form.

- Birth of Child Adoption Foster Care

Date of Birth, Adoption, Foster Care of Child

Date Requested for Leave to Begin: _____ Return to Work Date: _____

Will this leave be taken on an intermittent basis? Yes No If "Yes", attach proposed schedule.

Will you be utilizing vacation to supplement your 50% pay if you exhaust your sick leave? (Local 1/ Management Council) Yes No

- In order to be eligible for Parental Leave, accrued sick leave (unless sick leave has been exhausted) must be utilized while on Parental Leave. When sick leave is exhausted, 50% pay or differential pay is used. Vacation leave can be used to supplement 50% (Local 1 and Management Council).
- Employee can use up to 12 workweeks of sick leave to bond with a new child.
- Leave must be taken within 12 months of birth, adoption or foster care.
- Leave may be taken intermittently, but must be taken in blocks of at least two weeks with the exception that shorter blocks of time can be taken twice.
- CFRA runs consecutively with Pregnancy Disability Leave (PDL)
- Employee must have completed at least 12 months of service with CCCC prior to the leave request date, including part-time employees. Employment does not need to be consecutive.
- If the leave is intermittent then the proposed schedule, including vacation (if applicable), must be attached.

For District Office, Human Resources Use Only

Approved

Denied

Completed Leave request form received by (print name)

Date Received

If denied, state reason for denial

Signature of HR Representative

Date

Return to: CCCC, District Office HR Dept., 500 Court Street, Martinez, CA 94553