

## **Overview: Maternity Leave LBCCFA Master Agreement, 2017-2020**

### **Preparing for Maternity Leave**

#### *Take Advantage of Load Banking (See 11.8.3)*

If possible, it helps to work an overload and bank units before planning to start a family. Even if you have only a few units banked, you can plan to use them during or after the semester you give birth to work an underload and maximize time at home with your baby. Work with your department head (DH) on your scheduling requests ahead of time.

Work with your DH to create an alternative teaching or work schedule for the semester during which or after you give birth. For example, you might wish to work fewer days on campus by teaching once-a-week courses and/or teach online or hybrid courses to increase your time working from home.

#### *Communicate with Human Resources (HR)*

HR prefers that employees provide notification of lengthy leaves as soon as possible. Please consider communicating your upcoming leave as soon as you are comfortable doing so, for example, during the second trimester or later. Many faculty notify their DH and HR simultaneously. Work closely with your DH about how long you plan to be on leave, and if applicable, work on a plan regarding who will handle your workload (classes, projects, etc.) during your absence.

Notify HR by email of your upcoming leave and request a sick leave audit (a projection of how much time off will be covered by the sick leave you have accrued before your due date). An HR representative will meet with you in person to review the sick leave audit. Check this document carefully for mistakes, and compare the accrued sick leave with the amount noted on your most recent paystub. If you think your sick leave balance has an error, contact your administrative support staff (the person who enters your absences) to figure it out. If there is an error in your sick leave projection, communicate **directly with HR in writing** to correct it; LBCCFA recommends that you copy the Grievance Chair on such requests.

#### *Eligibility for Parental Leave (See 6.4.1)*

If you have worked for the college for at least 1 year, you can take up to 12 weeks of paid time off using your sick leave to receive full pay. If you exhaust your sick leave before the 12 weeks are over, the remaining time will be paid at 50% of your regular salary (statutory leave). You may also make a request to the sick leave sharing pool (See 6.3 and more information below).

### **During Maternity Leave**

#### *Use Your Sick Leave (See 6.2)*

Your sick leave audit will list your discretionary days first (up to 3, depending on whether you have used any during the academic year). During the fall and spring semesters, the first 5 consecutive days you use sick leave, you will be charged for time worked. Classroom faculty are charged for class time and scheduled office hours; other faculty are charged based on a formula related to the hours scheduled per week. After the fifth day, you will be charged a daily rate based on your entire work week (45 hours/week for most faculty). Sick leave is not used on official District holidays, breaks, or intersessions.

### *Request Sick Leave Sharing (See 6.3)*

If you are a newer faculty member who has not accrued enough sick leave to cover your absence, you may wish to request additional sick leave from the sick leave sharing pool. This option involves using sick time donated from your full-time faculty colleagues. Please contact the LBCCFA President if interested in this option.

### *Use Your Leave!*

Faculty members should remember that they are released from *all* their duties while on maternity leave. One may wish to be helpful by completing an occasional task, but childbirth and recovery are difficult, and new mothers need to rest and use their mental and physical energy for their babies. A faculty member retains the right to say “no” when a colleague or DH asks for assistance. Contact the Grievance Chair or another union representative if requests continue or become burdensome.

## **Returning from Maternity Leave**

### *Retaining Job Duties (See 6.20)*

At the expiration of a leave of absence the faculty member shall be reinstated in the assignment held at the time of granting the leave of absence. This means that you are entitled to return to your pre-leave job duties.

### *Lactation Accommodations*

California Labor Law outlines specifics on lactation accommodations. These include that employers must provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child. The employer shall make reasonable efforts to provide the employee with the use of a room or other location, other than a toilet stall, in close proximity to the employee's work area, for the employee to express milk in private. The room or location may include the place where the employee normally works if it otherwise meets the requirements of this section.

The District provides lactation rooms on each campus that faculty may use if their offices are not a suitable location. Lactation rooms or Mother's Rooms are available in both Student Health Services Clinics during clinic hours Monday - Thursday, 8:00 a.m. - 5:00 p.m. and Friday 8:00 a.m. – Noon (LAC A-1010 and PCC GG-117).

## **Special Note for Probationary Faculty Planning Maternity Leave**

The amount of leave and when you need to take it during the academic year *may* affect your tenure process. California Education Code requires that a faculty member work at least 50% of an academic year for the year to count towards tenure. Late fall semester or spring semester due dates will allow for the tenure review procedures to continue as usual. Since the situation is unpredictable, probationary faculty are strongly encouraged to involve the LBCCFA Grievance Chair in the planning process as soon as possible.

**Important note:** Parental leave may be used by any parent. This document's purpose is to assist the person having the baby, but its intent is not to exclude other partners.

If you have questions about any of this information or need assistance navigating the process, please contact the LBCCFA Grievance Chair.