

**California Faculty Association (CFA – Unit 3)
Parental Leave Frequently Asked Questions**

1. If I choose a reduced workload instead of 50 days of paid Parental Leave, will my pay be reduced?

No. A reduced workload is not processed as a reduction in time base, so you would continue to receive full pay while working on a temporary reduced schedule. This option requires approval from the appropriate administrator.

2. If I choose the reduced workload option, can I later change my mind and use the remaining or prorated portion of paid Parental Leave instead?

No. Once the semester using the reduced workload option has started in place of the 50 days of paid Parental Leave, that choice cannot be changed.

3. Will I lose benefits eligibility if I choose a reduced workload?

No. Your benefits eligibility would not change because your appointment would not change.

4. Does the reduced workload option have to begin within the 135-day window? If not, what limits apply?

No. The reduced workload option does not have to begin in a semester that starts within the 135-day window. However, the semester in which the reduced workload begins must start within one year of your child's arrival. Because this option requires approval from the appropriate administrator, the campus may decide whether the request can be reasonably accommodated. In some cases, it may be reasonable to allow a parent to use the reduced workload option in a later term.

5. Can I use part paid Parental Leave and part reduced workload?

No. The reduced workload option replaces the full 50 days of paid Parental Leave.

6. How does the reduced workload option work if I am a part-time faculty member?

If you are part-time, the workload reduction would be proportional to your time base. Whether that is possible may depend on your usual assignment. For example, if you normally teach one 3-unit course, a 60% reduction would equal 1.8 WTU, leaving 1.2 WTU remaining. If the course could be taught in a team-teaching format, a workload reduction might be possible. If not, another option may be to arrange leave for the full semester using a combination of paid and unpaid leave while preserving any rights or entitlements you may have.

7. If I choose the reduced workload option instead of leave, what happens if I also need time off around the birth of my child?

Even if you choose the reduced workload option, you may still use sick leave if you need time off around the birth of your child. This includes up to 15 days without a physician's verification of disability and additional sick leave with verification. You may also use unpaid leave. In addition, California Pregnancy Disability Leave and Family and Medical Leave may be available if you qualify, and those leaves may run concurrently with other leaves.

8. If I have a doctor's note stating that I need to be off work to recover from childbirth, can I use a reduced workload instead of the 50 days of paid Parental Leave?

No. If your doctor states that you are completely unable to work during any part of your pregnancy or recovery from childbirth, a reduced workload is not appropriate during that period.

9. How does summer break affect paid Parental Leave for faculty on academic year appointments?

The 135-day window for starting paid Parental Leave—60 days before the anticipated arrival of the child and 75 days after the child's arrival—includes days that fall between academic terms. Because the break between the spring and fall terms is usually about three months, if your child arrives near the beginning of summer, the 75-day window may end before the fall term begins.

Possible ways to preserve all or part of your available paid Parental Leave include:

- Starting your leave before the end of the spring term and using the remainder at the beginning of the fall term.

Example: take the last day of the spring term and the first 49 days of the fall term.

Once the leave begins, only workdays are counted. Leaves are usually taken on consecutive days, but they may be taken on non-consecutive days if both parties agree.

- Counting some summer days as part of the 50 days of leave.

Example: if your child is born on June 1 and the fall semester starts on August 20, that would be the 81st day after the child's arrival. If your leave begins on August 14, the 75th day, you would still have 44 days of leave available after the semester starts.

- Using the reduced workload option instead of paid Parental Leave.

10. How does leave sharing from one parent to the other work within the 135-day window?

Any leave must begin within the 135-day window, but donated leave is combined with the receiving parent's 50 days into one continuous leave period.

Example: one parent donates the full 50 days to the other parent. If the baby is born in the summer, 60 days before the fall semester begins, the receiving parent could begin the 100-day leave at the start of the fall semester, which is within the allowed window, and would have 100 days available.

11. What if I am a part-time lecturer and do not want a teaching assignment next semester because I am pregnant or expecting a baby?

Parental leave provisions apply to temporary part-time faculty. If you have an ongoing appointment, you may be eligible for paid Parental Leave. You should work with the campus leave administrator to review your options and determine what arrangement works best for your situation. Taking an official leave may also help preserve your rights under Article 12 related to future employment consideration. Even if your previous appointment has ended, if you have already been offered reappointment for the term and academic year in question, it may be appropriate for the appointment to be made and for leave to be taken from that position.