

Parental Leave of Absence Process

STEP 1: Notify your Supervisor/HR Liaison/Timekeeper of your need to take a Leave of Absence and submit a [Leave of Absence Request](#) via [eWay](#). Review the [employee guide](#) for detailed instructions.

If you are taking time off due to pregnancy, work with your doctor to determine your disability start date; generally, 4 weeks prior to expected due date and 6-8 weeks post-partum (6 weeks for natural and 8 weeks for cesarian) but may be longer based on individual medical circumstances. When submitting your Leave of Absence Request, you will be prompted to upload a [Leave of Absence Medical Certification](#) or doctor's note. Your doctor's note should indicate disability start date or 1st day off work.

The amount of bonding you request is up to you and you can use that all at once immediately following the birth or use in 2-week increments* within 12 months of the birth, adoption, or placement. If you have worked for the City for at least 1 year, worked 1250 or more hours in the past year, and have not used any protected leave time in the past 12 months, you may be entitled to up to 12 work weeks or 480 hours of bonding time.

*On 2 occasions, the increments can be less than 2 weeks.

STEP 2: Prior to or immediately following submitting the Leave of Absence Request, download and complete your [Leave Schedule](#). Refer to the [Use of Accruals by Extended Leave Reference Chart](#) to determine what paid leave you are required to/allowed to use while on leave and complete the Leave Schedule. You must submit the Leave Schedule to your department HR, timekeeping, and/or supervisor prior to your leave. This will help to ensure your timecard is completed bi-weekly according to City policy.

STEP 3: If you're eligible for [Paid Parental Leave](#) you can receive 1 week or up to 40 hours of continuous paid time off and use up to 120 hours of your available Sick Leave for the purpose of bonding with your newborn child. You must submit documentation that shows the date of birth/placement and parent(s) name.

STEP 4: If you are taking time due to your own pregnancy and enrolled in a [Long-Term Disability Plan](#) you can file a claim for LTD benefits. Unless there are other medical diagnosis, condition, or treatments that Standard agrees to be deemed "disabled", pregnant employees are deemed disabled 28 days from *expected* due date. Once you know what date you will begin missing work due to your disability, call Standard Insurance toll free at (855) 579-1879 to [file a claim over the phone](#). It is important for you to update

Standard on changes to the estimated and report the actual date of birth and type(natural or C-section) in order for your claim to be paid properly.

STEP 5: If you require a parking accommodation, you can request one through Office of Employee Relations [on-line form](#). You will be asked to log-in using your City network credentials. Parking accommodations are generally granted in the 3rd trimester of pregnancy.

STEP 6: If you wish to [add your newborn child as dependent](#) to be covered under your City benefits, login to [eWay](#) to make the benefit election changes within 30 days of the qualifying life event. By clicking “Life Events” under the Benefit Quick links on the homepage. Required proof of event and dependents must be uploaded in eWay or provided within 60 days. Once your life event changes are submitted, please be sure to review the [Life Event Checklist](#) to review and/or update other areas in eWay that may be impacted by your life event.

STEP 7: Make sure to notify your Supervisor, HR Liaison, or Timekeeper of any changes to your leave dates or Leave Schedule. Changes and/or extensions can be made by creating of copy of the original leave of absence request and re-submitting with changes. Refer to the [employee guide](#) for detailed instructions.

STEP 8: Upon return to work, log into [eWay](#) to submit **return from leave date** and contact HRBenefits@sanjoseca.gov if you chose to allow any benefits to lapse while on leave. If applicable, refer to the [CPM 1.3.6 Lactation Accommodation Policy](#) for questions regarding reasonable breaktime and use of rooms to express milk.