



Schools Legal Service

is a joint powers entity

providing legal and

collective bargaining

services to California

public education

agencies since 1976.

**Grant Herndon**

*General Counsel*

**William A. Hornback**

**Christopher P. Burger**

**Alan B. Harris**

**Kathleen R. LaMay**

**Melissa H. Brown**

**Timothy L. Salazar**

**Darren J. Bogié**

**Kyle W. Holmes**

**Robert S. Phillips**

**Stephanie Virrey Gutcher**

**Christina J. Oleson**

*Counsel*

December 29, 2016

TO: Schools Legal Service Clients

FROM: Melissa H. Brown

RE: 2017 Parental Leave Documents  
(Follow-up to November 2016 AB 2393  
Labor and Employment Law Update)

This is a follow-up to the Labor and Employment Law Update sent to you in November 2016, and attached hereto again for your reference, regarding new legal requirements effective January 1, 2017 to provide parental leave to virtually all staff. Also attached are various form letters prepared by our office and the DFEH for your use when notifying employees of their rights and responsibilities under various laws concerning their leaves of absence related to pregnancy disability leave and child bonding/parental leave.

The Pregnancy and Parental Leave Packet should be used to notify pregnant employees of their rights during their disability and any subsequent child bonding/parental leave. Please review these forms against any of your district or office's applicable collective bargaining agreements, policies, or administrative regulations to ensure accuracy and consistency. The documents should be in the following order:

1. Pregnancy and Parental Leave Benefits Letter – 2017
2. DFEH-100-20 [replaces former Notice A]
3. DFEH-100-20S [Spanish version of DFEH-100-20; versions in other languages can be obtained from the DFEH's website]
4. DFEH-100-21 [replaces former Notice B]
5. DFEH-100-21S [Spanish version of DFEH-100-21; versions in other languages can be obtained from the DFEH's website]
6. Notice of Eligibility (FMLA/CFRA)
7. Designation Notice (FMLA/CFRA)

The Parental Leave Packet should be used to notify non-pregnant employees/parents, adoptive parents, and foster parents of their parental leave rights following the birth of their child, or the placement of a child with them for the purposes of foster or adoptive care and should be in the following order:

- A. Parental Leave Benefits Letter-2017
- B. Notice of Eligibility (FMLA/CFRA)
- C. Designation Notice (FMLA/CFRA)

Should you have any questions, feel free to contact our office.

MHB/rf

Attachments