

**KNOW YOUR
RIGHTS**

PAID LEAVE IN CALIFORNIA



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Hello Community Leaders, Health Professionals,
Childcare Professionals, Advocates, and Workers,

Did you know that a majority of Californian workers have the right to take PAID time off to bond with a new baby, care for a seriously ill family member, or care for their own serious health condition? The laws are complicated and knowing how to access your rights can feel intimidating, so we've created a Paid Family Leave and Paid Sick Leave Toolkit to help you learn how to access paid leave when you need it most.

This Toolkit contains:

- Know Your Rights documents: learn about Paid Sick Leave, Pregnancy Disability Leave, Paid Family Leave, and how it all works together
- Eligibility Checklists: figure out if you are eligible to receive Paid Sick Leave, Pregnancy Disability Leave, and Paid Family Leave
- How to Communicate with Your Employer about Paid Family Leave: checklist of what you need to send to your employer, sample emails to send to your employer, and sample script if you meet with your employer

We hope this Toolkit is useful to you! If there are additional resources you need, please don't hesitate to let us know. We want to create materials that allow all California workers to take advantage of Paid Family Leave and Paid Sick Leave for themselves and their loved ones.

In Solidarity,

A handwritten signature in blue ink that reads "Charlette Flanders".

Charlette Flanders (she/her/hers)
Education and Training Manager
California Work & Family Coalition

A handwritten signature in blue ink that reads "Aditi Fruitwala".

Aditi Fruitwala (she/her/hers)
Attorney for Justice
ACLU of Southern California

A handwritten signature in blue ink that reads "Maria Moreno".

Maria Moreno (she/her/hers)
Lead Organizer and
Program Coordinator
ROC The Bay

Paid Sick Leave in California

Do all workers in California receive paid sick leave?

You are eligible for paid sick leave if:

- You've worked for your employer for at least 90 days
- You've worked in the State of California for at least 30 days

How much paid sick leave will I receive?

California law mandates that employers provide a minimum of 24 hours (3 days) of paid sick leave every year. You accrue 1 hour of paid sick time for each 30 hours you work. Your employer can cap the amount accrued at 24 hours (3 days) each year. Your employer may provide you with more paid sick leave, but can't give you less. If you work in Berkeley, Emeryville, Long Beach, Los Angeles, Oakland, San Diego, San Francisco, or Santa Monica, you may be entitled to additional days.

If I work in Berkeley, Emeryville, Long Beach, Los Angeles, Oakland, San Diego, San Francisco, or Santa Monica, how much paid sick leave do I have?

- **Berkeley:** 72 hours (approx. 9 days)
- **Emeryville:** 72 hours (approx. 9 days)
- **Long Beach:** 5 days
- **Los Angeles:** 48 hours (approx. 6 days)
- **Oakland:** 72 hours (approx. 9 days)
- **San Diego:** 80 hours (approx. 10 days)
- **San Francisco:** 72 hours (approx. 9 days)
- **Santa Monica:** 72 hours (approx. 9 days)

Are there any businesses that don't have to provide their workers with paid sick leave?

No. All businesses must provide their workers with at least 3 days of paid sick leave each year.

For what purpose can I take paid sick leave?

You can use your paid sick leave if:

- You're sick
- You need to care for a sick family member
- You have a medical appointment
- You need to take your family member to a medical appointment
- You need to take preventative care
- You're caring for a family member who needs to take preventative care
- You're seeking medical care, psychological counseling, direct services, or safety planning related to your own domestic violence, sexual assault, or stalking

Can I take paid sick leave intermittently?

Yes. You can take a full day, a half day, or just two hours. Your employer can't mandate how much paid sick leave you take, but they can require you to take at least 2 hours of paid sick leave at a time.

Do undocumented workers receive paid sick leave?

Yes. Immigration status is not a barrier to receiving paid sick leave.

Will I still get paid when I take paid sick leave?

Yes. You will receive 100% of your salary. Your employer will pay you directly. You do not need to apply for payment with a government agency.

Can I use paid sick leave if I've been laid off?

No. You can only use paid sick leave to get paid during days that you would otherwise be working.

Am I required to tell my employer why I need the time off?

No. You don't need to tell your employer why you need the time off. Saying "I need to take a paid sick day" is sufficient.

Can my employer require a doctor's note?

Your employer can require a doctor's note if you take three sick days in a row.

Can my employer require that I find someone to cover my shift before letting me take paid sick leave?

No. While your employer can request that you attempt to find someone to cover your shift, they cannot require it as a condition of taking leave. Even if you cannot find someone to cover your shift, you are still entitled to take your leave.

Can my employer give me fewer hours, reduce my pay, or otherwise retaliate against me for taking paid sick leave?

No. It is illegal for your employer to retaliate against you for taking paid sick leave.

How can I request paid sick leave?

You can request to take paid sick leave orally or in writing. If you request paid sick leave orally, it can be helpful to send your employer an email or letter confirming your request.



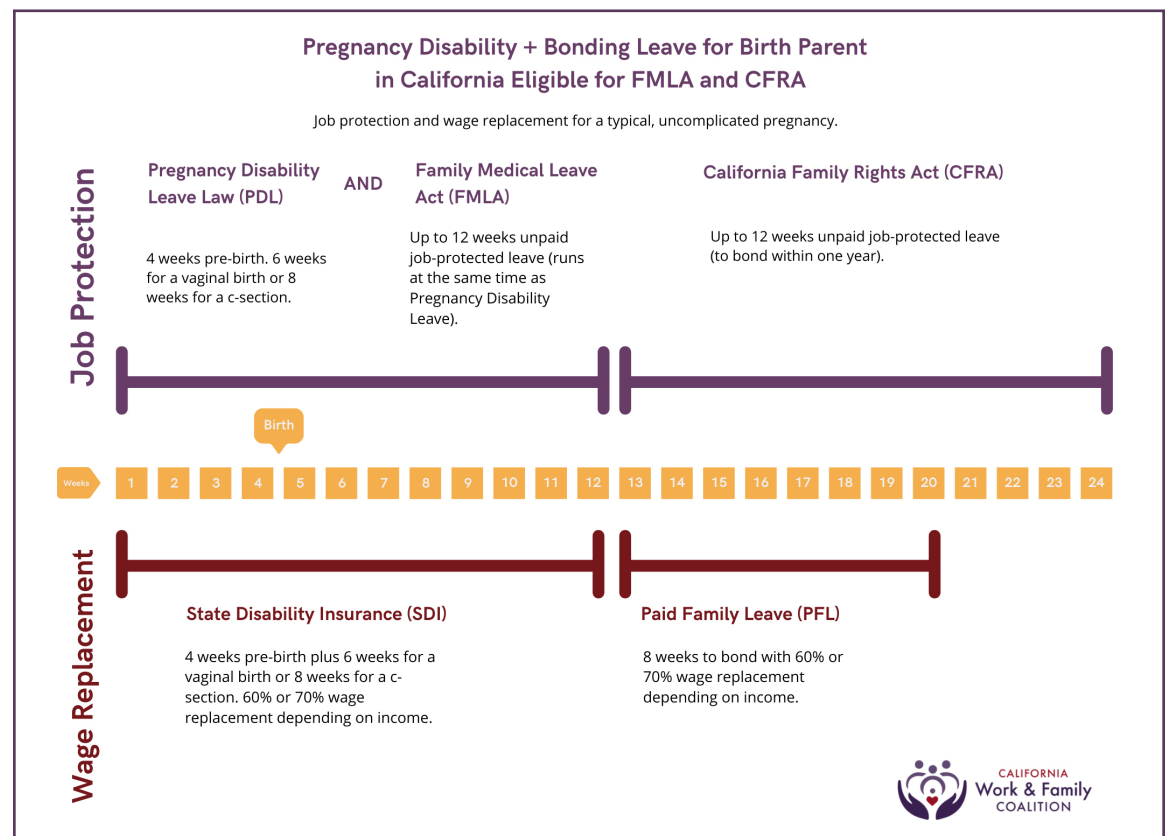
Pregnancy Disability Leave

If you are pregnant, at some point in your pregnancy, you may become “disabled”, meaning that you are no longer able to work.

In California, there are laws that provide “job protection” and “wage replacement” to eligible workers to take time off for pregnancy. “Job protection” means that you can take time off of work and won’t be fired. “Wage replacement” means that when you take time off of work, you’ll be paid. The job protection and wage replacement laws are separate, but they can work together to provide eligible workers with time off of work during which they can’t be fired and they’ll get paid.

When you are pregnant, you are entitled to job-protected leave for pregnancy, childbirth, or a related condition. For an uncomplicated pregnancy, Pregnancy Disability Leave (PDL) is typically 4 weeks prior to the estimated due date and 6-8 weeks after birth, but PDL can be up to four months if needed, depending on your medical situation. The leave can be used all at once or intermittently, and it can be used for prenatal and postnatal care. You may also be eligible to receive wage replacement during your leave through State Disability Insurance paid for by the [California Employment Development Department](#).

The graphic below is one example of how job protection and wage replacement laws work together for a birth parent who had a c-section. Each situation is unique, and taking leave can look different for each family. Refer to the toolkit for more information about the length of leave for job protection and wage replacement laws.



Eligibility for Pregnancy Disability Leave (Job Protection)

You are eligible for PDL if you are:

1. Disabled by pregnancy, childbirth, or related condition
2. Work for an employer with 5+ employees

If you meet the eligibility for Pregnancy Disability Leave, you are entitled to:

- Restoration to the same or equivalent job
- Continuation of health insurance benefits while you're on leave
- Reasonable accommodations at work

State Disability Insurance (Wage Replacement)

If you are unable to work or are working less due to disability, including pregnancy, you can apply for State Disability Insurance (SDI). SDI is a benefit program through the State of California that most California workers pay into through taxes. About 1.2% of most workers' paychecks go into SDI. SDI provides you with 60% or 70% (depending on income) of your regular income for up to 52 weeks while on leave. To receive these benefits, you need to fill out a form for SDI through the California Employment Development Department.

Eligibility for SDI (Wage Replacement)

You are eligible for SDI if you:

1. Are unable to work, or working less, due to disability
2. Pay into State Disability Insurance (SDI). You can check if you pay into CA SDI by checking your pay stub.

You can apply for SDI online or mail a paper form to the California Employment Development Department.

PDL (Job Protection) + SDI (Wage Replacement)

If you meet the eligibility requirements of both PDL and SDI, then you are entitled to:

- Pregnancy disability leave when you are disabled by pregnancy, childbirth, or related condition for up to 4 months
- 60% or 70% of your income for up to 52 weeks when you are unable to work or working less due to disability, including pregnancy
- Restoration to the same or equivalent job
- Continuation of health insurance benefits while you're on leave
- Reasonable accommodations at work

Paid Family Leave

In California, there are laws that provide “job protection” and “wage replacement” to eligible workers to take time off for bonding with a new child and/or caring for a sick family member. “Job protection” means that you can take time off of work and won’t be fired. “Wage replacement” means that when you take time off of work, you’ll be paid. The job protection and wage replacement laws are separate, but they can work together to provide eligible workers with time off of work during which they can’t be fired and they’ll get paid.

Paid Family Leave (Wage Replacement)

Paid Family Leave (PFL) is California’s leave law that partially replaces your income when you take time off of work to care for a new child or seriously ill family member. California workers can take PFL to:

- Bond with a newborn baby or new child through adoption or foster care within the first year of birth or placement; or
- Care for a seriously ill child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner

PFL is a program through the State of California that most Californian workers pay into through taxes. About 1.2% of most workers’ paychecks go into SDI (State Disability Insurance), which funds PFL.

You can take up to 8 weeks each year of PFL, which can be taken all at once or in parts. You receive 60% or 70% of your regular income while on leave. Depending on your income, the California Employment Development Department will determine whether you receive 60% or whether you receive 70%.

Eligibility for PFL (Wage Replacement)

You are eligible to receive PFL if you:

1. Need to bond with a new child or care for a seriously ill family member;
2. Pay into California State Disability Insurance (CA SDI). You can check if you pay into CA SDI by checking your pay stub; and
3. Earn at least \$300 from which SDI deductions were withheld during the base period.

Citizenship and immigration status do not affect your eligibility for PFL benefits. You can receive PFL benefits even if you are undocumented. We recommend you review Legal Aid at Work’s resource guide for undocumented workers: <https://legalaidatwork.org/lwda-undocumented-workers-guide-sdi-pfl-english/> and call their free hotline (800-880-8047) or consult with an attorney before you apply.

You can apply for PFL online or mail a paper form to the California Employment Development Department (EDD).

Family Medical Leave Act/ California Family Rights Act (Job Protection)

PFL does not require your employer to guarantee your job when you return to work, but there are other laws that do!

The federal Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA) provide 12 weeks to: (1) bond with a newborn baby or new child through adoption or foster care; (2) care for a seriously ill family member (under FMLA, this includes spouse, parent, and child; under CFRA, this includes child, spouse, domestic partner, parent, grandparent, grandchild, parent-in-law, and siblings); (3) care for your own serious health condition; or (4) in specific situations related to the military deployment of your child, parent, or spouse.

Eligibility for FMLA/CFRA (Job Protection)

You are eligible for job-protected leave through FMLA and CFRA if you:

1. Need to care for new child or sick family member
2. Have worked in your job for one year
3. Have worked 1,250 hours in the prior year (about 25 hours per week)
4. Work for an employer with 5+ employees for CFRA or 50+ employees for FMLA

If you meet the eligibility requirements of FMLA/CFRA, then you get:

- 12 weeks of job-protected leave (can't be fired) per year (all at once or intermittently)
- Restored to the same or equivalent job
- Continuation of health insurance benefits while you're on leave
- Protection from discrimination and retaliation

PFL (Wage Replacement) + FMLA/CFRA (Job Protection)

If you meet the eligibility requirements of both PFL and FMLA/CFRA, then you will likely receive 12 weeks of job-protected leave from your work. 8 of those 12 weeks will be partially paid by the State of California's Employment Development Department's PFL program and 4 of those weeks will not be paid by the PFL program. Some employers provide additional PFL benefits.



Paid Sick Leave Checklist: Am I Eligible?

1. Why are you using the time off? (Check all that apply)

- ☐ I'm sick
- ☐ I need to care for a sick family member
- ☐ I have a medical appointment
- ☐ I need to take a family member to a medical appointment
- ☐ I am seeking preventative care
- ☐ I am caring for a family member who needs preventative care
- ☐ I'm seeking medical care, psychological counseling, direct services, or safety planning related to my own domestic violence, sexual assault, or stalking

2. Have you worked at your job for at least 90 days?

- ☐ Yes
- ☐ No

3. Have you worked in California for at least 30 days?

- ☐ Yes
- ☐ No

4. Which city do you work in?

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Berkeley | <input type="checkbox"/> San Diego |
| <input type="checkbox"/> Emeryville | <input type="checkbox"/> San Francisco |
| <input type="checkbox"/> Long Beach | <input type="checkbox"/> Santa Monica |
| <input type="checkbox"/> Los Angeles | <input type="checkbox"/> Another city |
| <input type="checkbox"/> Oakland | |

Paid Sick Leave Eligibility

You are eligible for Paid Sick Leave if:

- You checked any box in Question #1
- You answered "Yes" to Question #2
- You answered "Yes" to Question #3

If you meet all 3 of these criteria, then you will receive at least 3 paid sick days each year. Your employer is required by California law to provide you with 1 hour of paid sick leave for every 30 hours you work. Your employer can cap the hours at 24 hours/year (approximately 3 days). Your employer may provide you with more than 3 days/year, but cannot provide less.

For Question #4, if you answered Berkeley, Emeryville, Long Beach, Los Angeles, Oakland, San Diego, San Francisco, or Santa Monica, you are entitled to additional paid sick leave. The city councils of these jurisdictions have voted to require more than 3 paid sick days to all workers:

- **Berkeley:** 72 hours (approx. 9 days)
- **Emeryville:** 72 hours (approx. 9 days)
- **Long Beach:** 5 days
- **Los Angeles:** 48 hours (approx. 6 days)
- **Oakland:** 72 hours (approx. 9 days)
- **San Diego:** 80 hours (approx. 10 days)
- **San Francisco:** 72 hours (approx. 9 days)
- **Santa Monica:** 72 hours (approx. 9 days)

If you have questions about your right to take paid sick leave under these or the statewide law, contact Legal Aid at Work at **800-880-8047**.

Pregnancy Disability Leave and Paid Family Leave: Am I Eligible?

1. Why are you using the time off? (Check one of the below)

- ☐ **A** Unable to work due to pregnancy or recovering from childbirth
- ☐ **B** Bond with a child born within the past 12 months
- ☐ **C** Bond with a child adopted within the past 12 months
- ☐ **D** Bond with a foster child placed with you in the past 12 months
- ☐ **E** Care for a seriously ill child, parent, grandparent, grandchild, sibling, spouse, or registered domestic partner

2. Have you worked at your job for at least one year?

- ☐ Yes
- ☐ No

3. Have you worked at your job for at least 1,250 hours in the past year (approximately 25 hours/week)?

- ☐ Yes
- ☐ No

4. Does your workplace have 5 employees or more?

- ☐ Yes
- ☐ No

5. Do you pay into California State Disability Insurance (CA SDI)? (If you're not sure, check your pay stub. If you pay into CA SDI, there will be a line on your pay stub with deductions made for "CA SDI".)

- ☐ Yes
- ☐ No

6. Do you work in the city of San Francisco?

- ☐ Yes
- ☐ No

Can I be fired for taking time off for my pregnancy or to recover from childbirth?

You cannot be fired for taking time off for your pregnancy or recovery from childbirth if you:

- Checked “A” in #1, and
- Checked “yes” to #4

If you meet these requirements, you are entitled to up to 4 months of Pregnancy Disability Leave, as long as your healthcare provider says you are unable to work because of your health. For a typical pregnancy, employees usually need 4 weeks off before birth and 6-8 weeks off after, depending on whether you deliver vaginally or via c-section. Your employer is not allowed to fire you for taking this time off.

Will I be paid when I take time off for my pregnancy or to recover from childbirth?

You will be paid when you take time off for your pregnancy or recovery from childbirth if you:

- You checked “A” in #1, and
- Answered “yes” to #5

If you meet these 2 requirements, you are entitled to 60% or 70% of your income from the California Employment Development Department (EDD) for up to 52 weeks while you are unable to work because of your pregnancy or recovery from childbirth. The EDD will determine if you receive 60% or 70% of wage replacement while on leave.

Can I be fired for taking time off to care for a new baby or sick family member?

You cannot be fired for taking time off to care for a new baby or sick family member if you:

- You checked “B”, “C”, “D”, or “E” in #1,
- Answered “yes” to #2,
- Answered “yes” to #3, and
- Answered “yes” to #4

If you meet all 4 of these requirements, you are entitled to 12 weeks family leave to care for a new baby or sick family member. Your employer is not allowed to fire you for taking this time off. If you were pregnant and gave birth, this is in addition to the time you take off for your pregnancy and recovery.

Will I be paid when I take time off to care for a new baby or sick family member?

You will be paid when you take time off to care for a new baby or sick family member if you:

- You checked “B”, “C”, “D”, or “E” in #1
- Answered “yes” to #5

If you meet these 2 requirements, you are entitled to 60% or 70% of your income for 8 weeks from the California Employment Development Department (EDD) while you care for a new child or sick family member. The EDD will determine if you receive 60% or 70% of wage replacement while on leave.

If you answered “yes” to #6, you might qualify for 100% of your income. Learn more about San Francisco’s Paid Parental Leave Ordinance here: [Paid Parental Leave Ordinance | Office of Labor Standards Enforcement \(sfgov.org\)](https://www.sfgov.org/office-of-labor-standards-enforcement).

How to Communicate with Your Employer: Step by Step

STEP 1

KNOW YOUR RIGHTS

Review the laws to understand what federal, state, and local rights apply to you. This toolkit contains Know Your Rights documents on Paid Sick Leave, Pregnancy Disability Leave, Paid Family Leave, and the California Family Rights Act.

Gather your resources! In addition to this toolkit, these organizations provide various resources outlining your rights and paid leave laws: [California Work & Family Coalition](#), [Legal Aid at Work](#), [ACLU Northern California](#), [ACLU Southern California](#), [Employment Development Department](#).

STEP 2

CREATE YOUR LEAVE PLAN

Discuss the estimated time you expect to take leave with your medical provider, including the date you will start your leave, how long you will take leave, and the anticipated date you will return to work. The amount of time you will need to be on leave is specific to you and your situation.

Review your employer's policies about taking leave. Some employers might provide for paid leave beyond what the law requires, and some employers might not. If possible, give your employer at least 30 days notice before taking leave.

STEP 3

COMMUNICATION STRATEGY/APPROACH

From the resources you gathered in Step 1, identify useful documents or links that you can share with your employer or HR manager if they have questions.

Send an email to your employer stating that you need to take leave, the purpose of your leave, and the dates of your leave. A sample email is contained in this toolkit.

Sometimes employers request to meet with the employee to discuss their leave. If your employer requests to meet, you can schedule a meeting with them and ask a trusted colleague, friend, or union representative to join you during the meeting.

Send an email or text to your employer confirming the date and time of the meeting, and if available, copy your union representative.

If your meeting is to discuss taking Pregnancy Disability Leave or Paid Family Leave for bonding with a newborn, The Center for Worklife Law developed a guide, [Talking to Your Boss About Your Bump](#), that outlines points to consider when discussing leave for your pregnancy.

If your meeting is to discuss taking Paid Family Leave to care for a seriously ill family member, Legal Aid at Work provides a [Healthcare Provider Toolkit](#). Start on page 21 to review items to consider when communicating with your employer and documents you may need from your healthcare provider.

STEP 4

PRACTICE

If you need to meet with your employer, this toolkit contains a sample script to help you outline your conversation. You can practice with a friend or family member, or you can contact staff at the California Work & Family Coalition or ROC the Bay to ask questions or practice with us.

STEP 5

FOLLOW-UP WITH YOUR EMPLOYER

It's important to document all communication with your employer. After your conversation with your employer, follow-up with an email outlining the main points from the conversation. If you don't know your employer's email address, you can also send a letter. This toolkit contains a sample follow-up email.

In your email or letter, provide additional documentation your employer might have requested or provide more information about paid leave laws.

Be sure to save the email in a folder (physical folder or online folder in your email account). If you send a letter, be sure to make a copy of the letter and save it for your files.

If your employer denies your rights to take leave or you are unsure of your legal rights, contact [Legal Aid at Work](#).



Email Templates to Send to Your Employer

Below are various templates you can copy and paste into an email. Please be sure to fill in the brackets with the appropriate information and read the footnotes carefully.

If you typically communicate with your employer via text, we recommended that you ask for your employer's email address. You can explain to your employer that you have an important matter that you would like to discuss in person and provide further information via email.

If you are sharing this toolkit with someone who has literacy limitations, please seek assistance from a person they trust to read and send the email, text, or other written correspondence. If you have any questions or need assistance, contact:

Charlette Flanders
California Work & Family Coalition
charlette@workfamilyca.org

Aditi Fruitwala
ACLU of Southern California,
afruitwala@aclusocal.org

Maria Moreno
Restaurant Opportunities
Center Bay Area,
maria.m@rocunited.org

EMAIL TEMPLATE #1

Notifying
Employer
about Leave

Subject: [Employee Last Name] - Leave Notice
[Date you give notice]

Dear [Employer Name/HR Manager],

I am writing to notify you that I plan to take [Type of Leave: Paid Family Leave / Medical Leave/ Both/ Other] starting on [Date].

I anticipate being on leave for [Number of Day/Weeks] and plan to return on [Date].

If you have any questions, I am happy to set up a meeting to discuss my leave. If I am required to submit formal documentation for this request, please let me know.¹

Thank you,
[Employee Name]

¹ If you are required to provide formal documentation - [CLICK HERE](#) to be directed to Legal Aid at Work's website. Then scroll down to 'Healthcare Provider Sample Letters' and 'Employee Sample Request Letters'. Download the ones pertaining to your leave, read the instructions carefully, and fill out the document(s). Once you have completed the documents, attach the documents in an email to your employer.

**EMAIL
TEMPLATE
#2**

Follow-up
After an
In-Person
Meeting

Subject: [Employee Last Name] - Follow-up After an In-Person Meeting
[Date you give notice]

Dear [Employer Name/HR Manager],

Thank you for taking the time to meet with me to discuss my leave on [Date of the meeting]. During the meeting, we talked about the reasons I will be taking [Type of Leave: Paid Family Leave / Medical Leave/ Both/ Other] and my leave dates.

I anticipate being on [Type of Leave: Paid Family Leave / Medical Leave/ Both/ Other] from [date] to [date].

If I am required to submit formal documentation for this request, please let me know.²

Thank you,
[Employee Name]

¹ If you are required to provide formal documentation - [CLICK HERE](#) to be directed to Legal Aid at Work's website. Then scroll down to 'Healthcare Provider Sample Letters' and 'Employee Sample Request Letters'. Download the ones pertaining to your leave, read the instructions carefully, and fill out the document(s). Once you have completed the documents, attach the documents in an email to your employer.



Scripts for Meeting with Your Employer

Some employers require an in-person meeting to discuss leave. Below are sample scripts to use when communicating your paid family leave rights in-person to your employer. The scripts have been developed to be generic so everyone can use them, so the script should be adapted to your specific paid family leave situation. The scripts are only a suggestion and can be altered based on what you feel is best, the relationship with your employer, and what you feel comfortable sharing. The best way to finalize your script/talking points is by practicing!

If you have any questions or need assistance, contact:

Charlette Flanders
California Work & Family Coalition,
charlette@workfamilyca.org

Aditi Fruitwala
ACLU of Southern California,
afruitwala@aclusocal.org

Maria Moreno
Restaurant Opportunities Center
Bay Area,
maria.m@rocunited.org

SCRIPT #1

Pregnancy Disability Leave & Paid Family Leave for New Child (for birth parent)

Introduction

- ☐ Thank your employer for taking the time to meet with you to discuss your leave.
- ☐ If a third party (trusted friend, colleague, union representative) has accompanied you, introduce the individual and let your employer know that the individual is present for support.

Explaining Your Leave

- ☐ I am pregnant and will need to take time off because of my pregnancy, recovery from childbirth, and bonding with my baby.
- ☐ My understanding is that California law allows me to take 4 months of time off when I'm disabled by pregnancy, childbirth, and recovery, and 12 weeks of time off to bond with a new baby.
- ☐ For my pregnancy, my medical provider has recommended I take X time off.
- ☐ After I give birth, I anticipate needing X time off to recover from childbirth.
- ☐ After I recover from childbirth, I plan to take X weeks to bond with my child.
- ☐ I anticipate I will need leave from [date] to [date].
- ☐ I have a few resources about applicable California laws that I'm happy to send you, if it's helpful.
- ☐ I can provide more details regarding the details of my leave in an email.

Dedication to company

- ☐ Express your dedication to the organization/company.
- ☐ Explain how you have been a reliable employee and will continue to be so once you return from leave.

Wrapping up the meeting

- ☐ Ask if your employer has any questions about your leave.
- ☐ You can provide your employer with a few fact sheets about paid family leave and job protection laws.
- ☐ If you are unsure about how to answer a question, express that you need time to consider the question and will respond to the question in an email.
- ☐ Thank your employer for their time, and assure them you will follow-up with an email regarding your conversation about taking leave.

SCRIPT #2

Paid Family Leave for New Child (for non-birth parent or parent through adoption or fostering)

Introduction

- ☐ Thank your employer for taking the time to meet with you to discuss your leave.
- ☐ If a third party (trusted friend, colleague, union representative) has accompanied you, introduce the individual and let your employer know that the individual is present for support.

Explaining Your Leave

- ☐ I am expecting a new baby/child on [date].
- ☐ It is my understanding that California law allows me to take 12 weeks of time to bond with a new baby.
- ☐ I plan to take X weeks to bond with my child.
- ☐ I anticipate I will need leave from [date] to [date].
- ☐ I have a few resources about applicable California laws that I'm happy to send you, if it's helpful.
- ☐ I can provide more details regarding the details of my leave in an email.

Dedication to company

- ☐ Express your dedication to the organization/company.
- ☐ Explain how you have been a reliable employee and will continue to be so once you return from leave.

Wrapping up the meeting

- ☐ Ask if your employer has any questions about your leave.
- ☐ You can provide your employer with a few fact sheets about paid family leave and job protection laws.
- ☐ If you are unsure about how to answer a question, express that you need time to consider the question and will respond to the question in an email.
- ☐ Thank your employer for their time, and assure them you will follow-up with an email regarding your conversation about taking leave.

Note: California law provides 12 weeks of job-protected family leave. If you qualify for paid family leave (PFL), the state of California will partially pay your wages for 8 of the 12 weeks.

SCRIPT #3

Paid Family Leave for Sick Family Member

Introduction

- ☐ Thank your employer for taking the time to meet with you to discuss your leave.
- ☐ If a third party (trusted friend, colleague, union representative) has accompanied you, introduce the individual and let your employer know that the individual is present for support.

Explaining Your Leave

- ☐ My family member is seriously ill, and I need to take time off to care for them (children, spouses, domestic partners, parents, grandparents, grandchildren, parent-in-law, and siblings). My family member's medical provider has recommended that they need a caregiver to help them through their (serious illness) or recovery from (serious illness).
- ☐ It is my understanding that California law allows me to take 12 weeks of family leave to care for a sick family member.
- ☐ I have a few resources about applicable California laws that I'm happy to send you, if it's helpful.
- ☐ I anticipate I will need leave from [date] to [date].
- ☐ I can provide more details regarding the details of my leave in an email.

Dedication to company

- ☐ Express your dedication to the organization/company.
- ☐ Explain how you have been a reliable employee and will continue to be so once you return from leave.

Wrapping up the meeting

- ☐ Ask if your employer has any questions about your leave.
- ☐ You can provide your employer with a few fact sheets about paid family leave and job protection laws.
- ☐ If you are unsure about how to answer a question, express that you need time to consider the question and will respond to the question in an email.
- ☐ Thank your employer for their time, and assure them you will follow-up with an email regarding your conversation about taking leave.

Note: California law provides 12 weeks of job-protected family leave. If you qualify for paid family leave (PFL), the state of California will partially pay your wages for 8 of the 12 weeks.





The American Civil Liberties Union of Southern California (ACLU SoCal) works on behalf of people in the Southern California and defends the fundamental rights outlined in the United States Constitution and the Bill of Rights. These include the right to freedom of speech and assembly, the right to religious freedom, due process of law, equality before the law, and the right to privacy.

<https://www.aclusocal.org/>



The California Work & Family Coalition is a statewide alliance of organizations united in the belief that all people should have the time and resources to care for themselves and each other. The California Work & Family Coalition is a statewide alliance of organizations united in the belief that all people should have the time and resources to care for themselves and each other.

www.workfamilyca.org



ROC The Bay is a food service worker's rights organization whose focus is to offer resources for workers to uncover their power and improve their wages and working conditions.

<https://rocunited.org/thebay/>