

LEAVE PLANNING WORKSHEET

POSTDOCTORAL SCHOLARS

Let's use the calendar to plot out your anticipated leave.

EMPLOYEE NAME: _____

My Due Date is _____

LEAVE PERIODS:

Some periods may overlap

Begins On:

Ends On:

- Pregnancy Disability Leave Period (PDL)**
(17.3 work weeks maximum/pregnancy, usually begins 2 weeks prior to delivery*)
- Family and Medical Leave Period (FMLA)**
(12 work weeks maximum, usually begins at the same time as PDL)
- California Family Rights Act Period (CFRA)**
(12 work weeks/pregnancy maximum for bonding; usually begins when PDL ends)
- Personal Leave Period**
(Time off, if any, beyond protection period)

PAY STATUS DURING LEAVE:

Begins On:

Ends On:

- Standard Insurance Waiting Period**
(Requires you to use 5 working days of sick leave or PTO, if available, to meet the waiting period. After wait period, usually pays 5 weeks for natural delivery 7 weeks for C-section)
- Standard insurance Paid Period**
- Paid Leave During Bonding Period**
(May use PTO when your Standard Insurance benefits end)
- Leave Without Pay Period (LWOP)**

S/L _____

PTO _____

PTO _____

*The actual periods may vary depending on your medical status

**S/L = Sick Leave; PTO = Personal Time Off

It is **very important** that you fax or scan this sheet to your HR Representative so s/he can assist you in the leave planning process. Find your HR Rep at: <https://hr.ucsf.edu/hr.php?function=hrrep>