

Maternity Leave Checklist

Revised 1/2/15

Three months prior to Due Date:

- Notify Funding Agency of Expected Maternity Leave dates (if applicable to your appointment)
- Provide your UCSF Human Resources (HR) representative with copies of correspondence between you and your Funding Agency.
 - o To find your HR representative, go to:
<https://hr.ucsf.edu/hr.php?function=hrrep>

Two months prior to Due Date:

- If you plan to use Short-Term Disability during your leave, complete the Disability Claim Form for The Standard Insurance Company: <http://www.garnett-powers.com/postdoc/ucsf/std.htm>
 - o The form has three parts:
 - The section “to be completed by employer,” should be completed by your HR representative
 - A section to be completed by the Postdoc
 - A section to be completed by the Attending Physician
 - o Short-term Disability will provide 70% of your current salary; the amount is paid by the Standard Insurance Company
- Discuss with your HR representative if you qualify for the Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA). Information regarding these leave laws is attached to this checklist.

One month prior to the Due Date:

- Discuss with your HR representative your proposed leave schedule, which may include sick leave, paid time off (PTO) and /or leave without pay. Compensation options during your pregnancy disability and bonding leave periods are attached.
- Plan your leave of absence with your HR representative using the Leave Planning Worksheet
- The HR Generalist will send you a leave packet containing the Notice of Eligibility of Rights and Responsibilities as well as the following forms that need to be completed and returned within 15 days:
 - o Certification of Health Care Provider. This form must be completed by your health care provider.
 - o Leave of Absence (LOA) Request form. You will complete the employee section of the form.
- Ensure that the Attending Physician’s statement (part of the Disability claim form) has been completed. Sometimes the Attending Physician will not fill this out until after delivery.
- Make arrangements with your HR representative to cover any applicable insurance premiums and/or contributions due while you are away from work.
- Submit the completed Disability Claim Form directly to The Standard Insurance Company. The forms can be faxed directly to The Standard Insurance Company at 800.378.6053.
- Please be aware that newborns will need care after your delivery, such as well-baby check-ups and vaccinations. If you use all of your PTO for your maternity leave, you

will not have any PTO to take your newborn to doctor's appointments or if your newborn is ill; this could lead to leave without pay if you have used all of your PTO.

When you go out on leave or into labor:

- Ask your spouse or a family member to notify your HR representative on your first day of leave.
- Keep in touch with your PI/HR representative to inform them of any changes in your proposed leave schedule.
- In order to enroll your newborn in your insurance plans, visit the Garnett-Powers & Associates website at <http://www.garnett-powers.com/postdoc/ucsf/enrollment2.htm> to complete the **University of California Postdoctoral Scholar Benefits Plan Enrollment, Change, Cancellation or Waiver Form**
 - o Scroll down the page until you reach the section: Enrollment Information Regarding Newborns. You will be directed to complete a new enrollment form: <https://www.garnett-powers.com/postdoc/enrollment.asp>
 - o This form must be submitted to the benefits office or your HR Representative **no later than 31 days after the birth.**
- If you have applied for Short-Term Disability, notify The Standard Insurance Company of your delivery date and the type of delivery that you had.

When you return to work:

- Check in with your HR representative on the first day back to "sign in."
- If you will be on a modified work schedule when you return and/or you are experiencing post pregnancy complications and require a reasonable accommodation to facilitate your return to work:
 - o Discuss this with your HR representative and PI
 - o Provide medical documentation from your healthcare provider that outlines your work restrictions and the duration of your restrictions. You will then need to work with your supervisor on evaluating any accommodations and/or completing the Transitional Work Plan form:
http://ucsfhr.ucsf.edu/files/Trans_Work_ToolKit.pdf
 - More information about the Transitional Work Plan (TWP):
<http://hr.ucsf.edu/hr.php?A=1729&AT=cm&org=c&sref=4>

For more information contact:

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LEAVE LAWS

Following is a guide regarding federal and California state disability leave laws as they relate to pregnancy only. Please be advised you must confer with your HR Generalist regarding your eligibility for protected leave under the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA)

Type of Leave	Duration	Benefit	Eligibility Requirements and Use
Pregnancy Disability Leave Laws (PDLL)	Up to 4-months	<ul style="list-style-type: none"> • Job protected leave • Eligible for benefit continuation of employer contribution for medical/dental/vision 	A woman is eligible for up to 4 mos. of pregnancy disability leave regardless of the length of time she has worked for UCSF. PDL may be taken when a woman is disabled by her pregnancy, childbirth, or a related medical condition, for example; time off for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, recovery from childbirth, and any related medical condition.
Family & Medical Leave Act (FMLA)	Up to 12-weeks per calendar year	<ul style="list-style-type: none"> • Job protected leave • Eligible for benefit continuation of employer contribution for medical/dental/vision 	Eligibility requirements: <ol style="list-style-type: none"> 1. 12 mos. cumulative UC service 2. 1250 actual hours worked in the prior 12 mos. May run concurrently with PDL for any period of incapacity due to pregnancy or for prenatal care (e.g. see medical conditions listed above).
California Family Rights Act (CFRA)	Up to 12-weeks per pregnancy	<ul style="list-style-type: none"> • Job protected leave • Eligible for benefit continuation of employer contribution for medical/dental/vision 	Eligibility requirements: <ol style="list-style-type: none"> 1. 12 mos. cumulative UC service 2. 1250 actual hours worked in the prior 12 mos. If you were eligible for FML at the time of your leave, you will be eligible for an additional 12 weeks of protected leave to bond with the child. Leave must occur within 1-year of the birth of the child.

COMPENSATION DURING MATERNITY LEAVE

Pregnancy Disability Leave Period

Short-Term disability (STD)

There is a waiting period of seven calendar days before Short-Term Disability (STD) payments begin. Postdocs may use accrued sick leave or Personal Time Off (PTO) for the 7-day waiting period.

- The plan pays 70% of the first \$1,429 of your pre-disability earnings
- The STD benefit for maternity leave automatically allows a total of six weeks (five paid weeks after the one week waiting period) for a vaginal delivery. The STD benefit for maternity leave automatically allows a total of eight weeks (seven paid weeks after the one week waiting period) for a cesarean delivery.
- If more maternity leave is needed beyond the initial six or eight weeks, then additional medical documentation is required to extend the STD benefit. STD payments are made as long as your physician feels you cannot return to work, and as long as medical documentation is provided supporting the need for additional leave. With medical documentation on a weekly basis, the short-term disability benefit is available for up to a maximum of 180 days.
- If you wish to remain on leave longer than is deemed medically necessary by your physician, you can still use your remaining PTO for additional days. Once the paid PTO is used up, any further unpaid leave would need to be negotiated with the department.
- If you wish to receive full pay during the initial 6 or 8 weeks of leave, you may use your sick leave and PTO for more than seven days.

State Disability

If you have been employed at UC for less than 18 months, you should apply for [State Disability Insurance](http://www.edd.ca.gov/disability/disability_insurance.htm): http://www.edd.ca.gov/disability/disability_insurance.htm.

Voluntary Long-Term disability

If you signed up for Voluntary Long-Term Disability, are disabled by pregnancy beyond the 180 days and you elected the voluntary long-term disability plan:

- The plan will pay 60% of the first \$7,500 of your monthly pre-disability earnings.
- The maximum monthly benefit is \$4,500. The benefit is reduced by other earnings (e.g. State Disability)
- Once approved, benefits are payable each month while you are disabled up to age 65.
- Partial disability is allowed during both the benefit waiting period and while benefits are payable.

Parental Leave Period

You may substitute available banked Personal Time Off (PTO) in lieu of unpaid parental leave.

Paid leave must be used continuously (e.g. at the end of your disability payments or when transitioning back to work)

If paid time exhausts, you will be placed on an unpaid leave of absence

MEDICAL, DENTAL, AND VISION BENEFITS

If you are on pay status, all UC sponsored benefits continue.

If you are off pay status and on one of these types of approved leaves, UC contributions for your medical, dental and vision will continue: Pregnancy Disability (PDL), Family and Medical (FML) and/or California Family Rights Act (CFRA) leaves. However, you will be responsible to pay the employee contribution for your medical benefits (the amount you typically pay through deductions from your paycheck). You will receive a letter from the Controller's office outlining your personal payments. If you don't receive a letter please contact the controller's office to initiate personal payments for your benefits. They can be reached at 415-476-3836.

If you have questions regarding this information, please contact your HR Representative. You can find the name of your HR Rep at: <https://hr.ucsf.edu/hr.php?function=hrrep>