

Maternity/Pregnancy Disability Leave (PDL) And CFRA/FMLA Baby Bonding Leave Procedures

Before Delivery:

1. Contact Risk Management (RM) two (2) months before your estimated date of delivery.
2. Two (2) months before your estimated date of delivery inform your supervisor that you will be taking time off work for maternity leave and an estimate of how long.
3. Check your bargaining unit contract online at <https://www.stocktonusd.net/Page/747> for details of what your responsibilities are under contract while on work for PDL. This information varies for different bargaining units.
4. For SPPA/STA members only: if you are a Catastrophic Leave Member and would like to request usage please request the form with your Senior Insurance Technician.
5. On Absence Management request a substitute for the whole duration of your pregnancy disability.
6. Complete the pregnancy disability package on the Risk Management page or pick one up in the Risk Management Department.
 - 56 S. Lincoln Street Stockton, CA 95203
7. Contact your disability carrier to initiate a claim on the first day of your disability.
 - American Fidelity 1-800-662-113 or The Standard 1-800-522-0406
8. Once you exhaust all your paid time you will be notified by Human Resources about your pay. For questions about substitute rates or dock rates (per bargaining unit) contact Human Resources.
 - HROperationsStaffDL@stocktonusd.net
9. Once you deliver contact your Risk Management Senior Insurance Technician to report your date and type of delivery and go over your return to work date.

Time Allotted for Pregnancy leave:

- Up to four (4) calendar weeks prior to estimated date of delivery
- Six (6) calendar weeks after a vaginal delivery
- Eight (8) calendar weeks after a C-Section delivery

After Delivery:

1. Determine if you plan to return work after your pregnancy disability leave or if you will be requesting baby bonding leave under California Family Rights Act (CFRA).
 - Inform your RM Senior Insurance Technician no later than 3 weeks prior to starting baby bonding leave by completing the request form and sending it to your Senior Insurance Technician along with the birth certificate or hospital announcement.
 - You may request baby bonding leave under CFRA only after your PDL has ended.
 - Baby bonding leave is twelve (12) weeks or 60 work days whichever is greater and may be used for one (1) year from the date of your delivery.
 - Leave may be used continuous or intermittently in two (2) week increments.
2. Add your newborn onto your health insurance.
 - Complete the enrollment forms in your pregnancy leave package.
 - Submit completed forms and a copy of the birth certificate or hospital announcement to benefits@stocktonusd.net.