

Staff Pregnancy Disability Leave and Parental Leave Checklist

WHAT TO DO PRIOR TO GOING ON PREGNANCY DISABILITY LEAVE:

- Notify your HR Generalist at least one month prior to your leave start date to ensure that your leave will be properly recorded and entered in HBS or it may affect or delay your payroll or disability payments. **If the leave is unforeseeable**, notify your supervisor and HR Generalist as soon as possible about your need for leave.
- 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.
- If eligible, apply online for short term and/or supplemental disability benefits. Go to the Benefit's web page <http://ucsfhr.ucsf.edu/index.php/benefits/article/3369> and click on the Disability Claims Procedures link.

WHAT TO DO WHILE YOU ARE STILL OUT ON LEAVE:

- If you go off pay status, you will need to pay for the employee contribution of benefits and/or both employer/employee contributions for benefits
 - Coordinate with payroll to arrange to make your personal payments to continue your benefits
 - If you don't receive a letter outlining your payment requirements contact Payroll at PayrollBenefits@ucsf.edu or phone: 415-476-3836
 - If enrolled in a Health Flexible Spending Account (FSA) and covered by FMLA – complete a UPAY 850 form to designate the status of your FSA Account during your leave
- Enroll your baby into medical, dental, and vision plans **within 31 days from date of birth**
 - Complete UPAY 850 form and send to payroll via campus mail (BOX 0812) or fax to 920-2512, or email PayrollBenefits@ucsf.edu or phone: 415-476-3836
 - If you are enrolled in an HMO, your newborn **must** be assigned to a pediatrician in the mother's medical group until the first day of the calendar month following birth. Please call your medical plan with any questions about the PCP assignment for your newborn. Indicate the name of the provider/medical group on the UPAY 850 you submit to enroll the newborn or call the plan to ensure correct PCP assignment.
- Once Pregnancy Disability period ends, usually 6-8 weeks post delivery following disability end date, FMLA/CFRA parental leave) leave begins.
 - Parental leave = up to 12 workweeks of leave. For PPSM only; up to 30 days of sick leave can be used. If you are covered by a bargaining agreement, check the applicable agreement for usage of sick and/or vacation leave during parental leave.
 - Can be taken immediately following pregnancy/disability period or within 1 year of baby's birth. If you qualify for FMLA at the time your PDL begins, you need not re-qualify for parental leave if you take parental leave immediately after the PDL ends. If you wait to bond with the child, you must re-qualify for parental leave.
 - If taken intermittently, leave must be taken in two week increments.
 - o ****May take parental leave in less than 2 week duration on two occasions.**
- If your Pregnancy Disability leave period will extend beyond the date originally identified by your health care provider, notify the HR Generalist so s/he can accurately designate when the parental leave period begins.

WHAT TO DO WHEN YOU RETURN TO WORK:

- Contact your HR Generalist to confirm your return to work date.
- On your first day back to work, complete UPAY 850 form to re-enroll your benefits within 31 days from your Return to Work date.
 - Send to payroll via campus mail (BOX 0812) or fax to 920-2512, or email COsolutions@ucsf.edu or phone: 415-476-3836