

DURING YOUR PREGNANCY

I’m newly pregnant and need information. Who do I contact?

First of all, congratulations on beginning this exciting phase life! The next several months will bring many changes, some of which may impact your work. In order to prepare for the work related changes ahead and ensure a smooth transition to maternity or parental leave, it is important that you educate yourself regarding your rights and responsibilities. The University offers a number of resources for expectant mothers and new parents to learn about their options. All expectant parents are strongly encouraged to attend the [Maternity Leave Workshop](#) offered by the UCSF Health Leave Management team. You can register for the workshop through the UC [Learning Management System](#).

My medical provider has issued work restrictions related to pregnancy that my department cannot accommodate. What happens now?

Contact [UCSF Health Disability Management Services](#) (DMS) to discuss your options. Depending upon your restrictions and the type of work you perform, DMS may be able to assist you and your department to identify a temporary modified work assignment that will enable you to remain at work for a longer period of time while performing work consistent with your restrictions.

LEAVE ELIGIBILITY

What are my leave entitlements?

Your leave may qualify under the federal Family and Medical Leave Act (FMLA), California’s Family Rights Act (CFRA), and/or California’s Pregnancy Disability Leave Law (PDL). The chart below details eligibility criteria and leave entitlements under each law.

Leave Type	Eligibility Criteria	Entitlement
Pregnancy Disability Leave (PDL)	Current UCSF employee and unable to work due to pregnancy or childbirth.	Up to 4 months, if medically necessary. For non-complicated pregnancy and childbirth the standard period of pregnancy disability runs from 2 weeks prior to due date until 6 weeks following the birth (8 weeks if the birth is Cesarean)

<p>Family Medical Leave Act (FMLA)</p>	<p>12+ months prior employment at UCSF and 1250 productive hours worked in year prior to leave. (Productive hours refers to actual hours worked and does not include sick, vacation, holidays, etc.)</p>	<p>FMLA provides up to 12 weeks (480 hours) protected leave per calendar year for the employee’s own serious health condition (including periods of pregnancy disability). Leave may be taken in continuous or intermittent increments. FMLA entitlements will run concurrently with coverage under PDL and CFRA.</p>
<p>CA Family Rights Act (CFRA)</p>	<p>Employees who meet FMLA eligibility criteria will also qualify under CFRA.</p>	<p>If the birth parent is eligible for FMLA at the initiation of the pregnancy leave, they may elect to use up to 12 weeks protected leave under CFRA for baby bonding following conclusion of the pregnancy disability period. Bonding leave may be used at any time during the first year following the birth/adoption. However, if the mother returns to work and decides to take bonding leave at a later date, she may need to re-satisfy the eligibility requirements for FMLA to qualify for CFRA covered leave for bonding. Bonding leave may be taken continuously or in increments of 2 weeks or more.</p>

My position is covered by a Union. Does this affect the length of time I can take off work?

Depending on your bargaining unit, you may have the option of using sick leave in addition to vacation leave to cover a portion of your baby bonding leave. Certain contracts also allow the employee to take additional leave beyond what is covered under state and federal leave entitlements. Please contact your Union Representative or attend a [Maternity Leave Workshop](#) or review the [current contracts](#) online for more information regarding the contractual leave allowances that apply to your situation.

How do I use baby bonding time?

To be eligible for baby bonding time under the California Family Rights Act (CFRA), you must be eligible for Family Medical Leave (FML) on the date your pregnancy leave begins. CFRA covered employees may take up to 12 weeks leave for bonding in the first year following the birth or adoption date of the child. Employees may elect to use bonding time continuously or intermittently in increments of two weeks or

more at any time during the first year following the birth or adoption. (See FAQ What Are My Leave Entitlements for additional information regarding eligibility criteria under CFRA, FMLA, and PDL).

Am I eligible for leave if I'm adopting a child?

If you're adopting, you may be eligible for parental bonding leave under FMLA and CFRA. You will not be eligible for disability benefits because you're not giving birth.

How much time off can I take?

Federal and state laws, as well as UC policies, determine how much time you may be able to take off for the birth or adoption of a baby. Your leave may qualify under the federal Family and Medical Leave Act (FMLA), California's Family Rights Act (CFRA), and/or California's Pregnancy Disability Leave Law (PDL).

Under PDL, you may take up to 4 months of *medically necessary* leave for disability related to pregnancy, childbirth and/or a related medical condition. You may also use this leave for prenatal care.

If you are eligible for leave under the FMLA, the first 12 workweeks of your pregnancy disability leave will run concurrently under the FMLA and PDL; the remainder of the leave up to the 4-month maximum will be only under PDL. If you are not eligible for leave under the FMLA, your pregnancy disability leave will only be under PDL for the entire leave.

If you are a birth mother and eligible for leave under the FMLA and CFRA, your leave entitlement under CFRA cannot be used during the pregnancy disability portion of your leave. Therefore, you may have up to 12 workweeks of leave available under CFRA to use for parental bonding after the pregnancy disability portion of your leave concludes. Please note that if you return to work and decide later to take parental bonding leave, you may need to satisfy the eligibility requirements described earlier.

(See FAQ What Are My Leave Entitlements for additional information regarding eligibility criteria under CFRA, FMLA, and PDL).

Do I have to provide notice to my department prior to using CFRA time for baby bonding?

If you elect to use your CFRA covered time for baby bonding immediately following conclusion of your pregnancy disability leave, no additional notice to your department is required as this would have been already included in your initial leave request. If you elect to return to work before using CFRA baby bonding time, you must provide 30 days advance notice to your department prior to taking the leave. If you decide to use your CFRA time in intermittent increments, the schedule for taking the leave intermittently must be confirmed with the department prior to taking the first increment of CFRA leave.

PAY WHILE ON LEAVE

How will I be paid while on leave?

You may be able to receive pay for some or all of your leave, depending on how long you're on leave, how much sick and vacation leave you have and, in the case of pregnancy and childbirth, whether you have disability insurance coverage. Your options may include:

1. Using Sick and/or Vacation

During Pregnancy Disability Leave You have the option to use any accrued vacation days during a leave for this purpose. If you're a staff employee covered by PPSM, you also have the option to use any accrued sick leave. (Most pregnant employees use accrued sick leave during the disability plan's required waiting period before wage replacement begins.) Otherwise, please refer to the University policy or collective bargaining agreement that applies to you to determine whether using accrued sick leave is optional or required before taking this type of leave as unpaid. During Parental Bonding Leave If you're a staff employee covered by PPSM, you may use any accrued vacation days and up to 30 days of accrued sick leave for this purpose each calendar year. Otherwise, please refer to the University policy or collective bargaining agreement that applies to you regarding options and requirements related to the use of accrued sick leave and vacation.

(For employees who accrue Paid Time Off and Extended Sick Time, please review the FAQ I accrue Paid Time Off and Extended Sick Leave for how PTO/EST is applied under these guidelines)

2. Basic or Voluntary Disability Benefits

If you're an employee eligible for disability benefits you may apply for Basic or Voluntary Short-Term Disability, depending on your benefit elections. Under these plans, pregnancy disability is defined as the period that a woman is unable to work due to pregnancy and/or childbirth. (If you're adopting, you're not eligible for pregnancy disability benefits.) Generally, disability benefits begin 2-4 weeks before your expected delivery date and continue for 6-8 after the birth of your child, depending on the date your medical provider places you off work and your delivery type (vaginal or Caesarean). If your delivery is late, the disability plans allow for a longer pre-partum period. If it's medically necessary for you to take more time away from work—for instance, if your doctor puts you on bed rest for the last several weeks of your pregnancy—the disability plans may provide a longer period of disability income.

Both the Basic and Voluntary Short Term disability plans require an employee to use up to 22 days of sick leave (if they have it accrued) before disability benefits will be paid. If you don't have 22 days of sick leave accrued, your disability benefit will begin the day after your sick leave is exhausted or when you have satisfied a 14 day waiting period, whichever one is later. The portion of your pay that you'd receive during pregnancy disability leave covered by disability plan benefits depends on the type of coverage you've selected. The Basic Disability plan covers up to 55 percent of your eligible monthly earnings to a maximum of \$800 per month. The Voluntary Short-Term Disability plan covers up to 60 percent of your eligible earnings, to a maximum of \$15,000 per month.

I accrue Paid Time Off/Extended Sick Time instead of Sick/Vacation Leave. How will this be applied while I'm on leave?

Employees who accrue PTO/EST will have the option to use EST during any periods of disability related to pregnancy and childbirth, including while meeting their waiting period for Basic or Voluntary Short Term disability benefits through Liberty Mutual. Per UCSF Health policy, employees who accrue PTO/EST must exhaust three shifts of PTO covered absence (two shifts for employees with shift lengths greater than 10 hours) before EST can be applied. Some employees who accrue PTO/EST may be eligible to also use EST during the baby bonding period depending upon the current contract or UC policy that applies to their position. Please contact your union representative or Benefits and Leave Management at (415) 353-4545, option 6 or review the current [bargaining agreements](#) for more information regarding the current contracts or policies that may apply to your situation.

HEALTH AND WELFARE BENEFITS

What happens to my benefits while I'm on leave?

UC will continue to pay the employer portion of your medical, dental and vision plan premiums while you are on leave under the FMLA, CFRA, and/or PDL. If you are on pay status (because you are using vacation or sick days) during your leave, your portion of the premiums will continue to be deducted from your paycheck as usual. If you are taking the leave as unpaid, you will be responsible for the employee portion of the premiums and will need to make personal payments to the University. Please note that you will go off pay status while receiving disability benefits from Liberty Mutual because you will no longer be able to use sick or vacation leave during this period. The UC Controller's Office will send you a statement to indicate your personal payment amounts and where the payments should be sent during your period of time off pay status.

If you're enrolled in the Blue Shield Health Savings Plan, check with Health Equity about how your leave affects your Health Savings Account contributions. You won't accrue vacation or sick leave while on pregnancy disability leave or Family and Medical Leave unless you are on pay status; for example, you are using vacation time. For additional details, see the personnel policy or collective bargaining agreement that applies to you.

How does going on leave affect my service credit or retirement savings?

During your leave, your University of California Retirement Plan (UCRP) contributions and any Capital Accumulation Payment (CAP) balance you may have will remain on deposit. You don't have the option to withdraw them, and you don't earn UCRP retirement service credit.. You'll start accruing service credit again when you return to work. Once you return to pay status, your retirement plan contributions will start up again automatically.

Contributions to the Retirement Savings Program (the DC Plan, 403(b) Plan and the 457(b) Plan) stop with your last paycheck. When you return to work, your retirement savings deductions begin automatically. If you have taken a loan through the 403(b) Plan, contact Fidelity Retirement Services at ucfocuseyourfuture.com, or 866-682-7787, to discuss your options.

How do I enroll my child as a dependent under my health benefits?

You have 31 days after the birth to add your child to your benefits. For adopted children, the 31-day period starts the day you take physical custody of the child or the day you have the legal right to control the child's health care, whichever is later. Coverage for the child will start on his or her date of birth or adoption. During this 31-day period, you may also enroll yourself and other eligible family members in health plans (if not enrolled), change health plans, or enroll or increase your coverage in Supplemental Life. If you miss this deadline, you can still enroll your child in your medical plan at any time, but there will be a 90-day waiting period before the child can receive any benefits.

You must complete and submit a [UPAY 850](#) to make changes to your benefit enrollments and enroll your child in health benefits. UCSF Health employees should submit the completed form to UC Controller's Payroll/Benefits eFax (415) 920-2512 or COSolutionCenter@ucsf.edu

If you're enrolled in an HMO and choose a primary care physician for your child, and the physician is part of a different medical group than the mother's primary care doctor, please contact your medical plan. The plan may require the child to be enrolled in the same medical group as the mother until the first of the month after the birth. In some plans, the child's primary care doctor for the first 31 days must be the mother's doctor. Check with the plan to find out when you may select a new primary care physician for your child.

How do I enroll my child in other benefits?

If you're already enrolled in Basic or Expanded Dependent Life with child coverage, your child will be covered automatically 24 hours after birth. Adopted children are covered from the date of adoption. You may also want to enroll in the Health and/or Dependent Care Flexible Spending Accounts. If you're already enrolled, you can increase your contributions, if you want. For more information, see the [Family Changes Fact Sheet](#).

DISABILITY BENEFITS

When will my disability benefits begin?

Both the Basic and Voluntary Short Term disability plans require an employee to use up to 22 days of sick leave (if they have it accrued) before disability benefits will be paid. If you don't have 22 days of sick leave accrued, your disability benefit will begin the day after your sick leave is exhausted or when you have satisfied a 14 day waiting period, whichever one is later. The portion of your pay that you'd receive during pregnancy disability leave covered by disability plan benefits depends on the type of coverage

you've selected. The Basic Disability plan covers up to 55 percent of your eligible monthly earnings to a maximum of \$800 per month. The Voluntary Short-Term Disability plan covers up to 60 percent of your eligible earnings, to a maximum of \$15,000 per month. .

How do I file a claim for disability benefits?

You should plan to file a claim with Liberty Mutual for disability benefits approximately two weeks prior to your expected last day at work. If you go off work sooner than you expected, file your claim as soon as possible following your last day worked. Follow the link for instructions to filing your claim [online](#) or contact the Benefits Office to request a paper application. Following the birth of your child, you will need to confirm the delivery date by updating your claim online, contacting Liberty Mutual by phone or using the Liberty Mutual app.

Please note that employees who have worked for the University 18 months or less, or hold concurrent employment outside of UCSF may need to also apply for State Disability Insurance (SDI). (See FAQ Do I need to apply for State Disability Insurance?).

Do I need to apply for State Disability Insurance (SDI)?

The UC system does not pay into SDI and instead contacts with Liberty Mutual to provide disability insurance to its employees. Employees who have worked for the University 18 months or less or hold concurrent employment with an organization outside of UCSF may be eligible for benefits through both SDI and Liberty Mutual and should submit an application for both when they know the date their pregnancy disability leave will begin. Employees eligible for SDI may submit their application online with the [State of CA Employee Development Department](#) (EDD).

Can I use vacation time to meet my disability waiting period?

Yes, you may elect to use vacation or compensatory time to continue your pay if you do not have enough sick leave accrued to meet the 14 day waiting period before disability benefits begin.

YOUR LEAVE OF ABSENCE

How do I start a leave of absence?

You may initiate your leave online approximately 2 weeks prior to your last day at work by visiting the UCSF Human Resources leave portal, [HR Umbrella](#). Or if you go off work unexpectedly, your manager may initiate the leave in HR Umbrella on your behalf as soon as possible.

Do I need to complete any paperwork?

Yes. Although the many of necessary forms can be completed virtually online, you will need to submit documentation related to Family Medical Leave (FML), Liberty Mutual or State Disability benefits,

benefits enrollment/change, payroll elections, leave of absence initiation, etc. to ensure your leave goes smoothly. The checklist below outlines the important documents that may need to be reviewed and/or submitted during the course of your maternity leave. You can also review additional information by reading [What to do When You're Having a Baby](#).

Can I still take leave if I don't have enough accruals to cover the time or am not eligible under the Family Medical Act (FMLA) or CA Family Rights Act (CFRA)?

You are entitled to take up to 12 weeks protected time off to bond with your child under FMLA/CFRA. This time is in addition to any period of leave covered under Pregnancy Disability Leave (PDL). If the employee does not have enough accrued time to cover the entirety of the leave, they may take the all or part of the leave entitlements as approved unpaid leave.

If you are not eligible for FMLA/CFRA at the time your pregnancy disability leave begins, but would still like to request additional time off for baby bonding, this would be considered a personal leave of absence and its approval subject to the discretion of your department.

RETURN TO WORK

What if my expected date of return to work changes?

If your plans change and you decide to return to work earlier or later than anticipated, you will need to notify your manager of your new expected return date. If you are still within your period of leave covered by Pregnancy Disability Leave (PDL) you will also need to submit updated work status documentation noting the date of expected return to work to the Benefits and Leave Management Office via fax (415) 353-9639 or email MCLOA@ucsf.edu. If you experience pregnancy or delivery related complications and your medical provider determines it is necessary to extend your leave beyond the maximum 4 month pregnancy disability period, you will be contacted by an Analyst with Disability Management Services (DMS) to assess whether additional leave is a reasonable accommodation under the Americans with Disabilities Act (ADA).

What is the process for returning to work?

If you are returning to work during your period of Pregnancy Disability Leave (PDL), you will need to submit updated work status documentation medically releasing you to return to work to the Benefits and Leave Management Office via fax (415) 353-9639 or email MCLOA@ucsf.edu prior to your return. If you are returning to work after your PDL period has concluded, you simply must confirm your return date and schedule with your manager. UCSF Health employees returning from non-complicated pregnancy leave are not required to obtain clearance by UCSF Occupational Health Services prior to returning.

I'm breastfeeding and may need special considerations related to this when I return to work.

Who can assist me?

State law requires employers provide a reasonable amount of break time and make a reasonable effort to provide a private space, other than a toilet stall, close to the employee's work area, to accommodate an employee desiring to express breastmilk for her baby. UCSF offers a number of private spaces for lactation at our campuses. A link to all lactation spaces as well as additional information related to accommodations for breastfeeding mothers can be found online at [Campus Life Family Services](#).

Does UCSF offer any resources for childcare?

UCSF offers child care centers at its Laurel Heights, Mission Bay and Parnassus campuses. Additional information including application, wait pools for UCSF centers, and referral to childcare centers outside of UCSF can be found online at [Campus Life Family Services](#).

INFORMATION AND RESOURCES

Where can I go to learn more about my rights and responsibilities during leave?

You may contact UCSF Health Benefits and Leave Administration at (415) 353-4545, option 6 or review the following resources online:

[UCSF Health Maternity Leave Workshop](#)

Receive an overview of maternity leave including leave entitlements, options for receiving pay while on leave and managing benefits. Receive individualized assistance from a Leave Specialist and create a personalized roadmap to for your leave.

[UCSF Health Pregnancy Leave Knowledge Bank](#)

Your online resource for forms, timelines and FAQs related to pregnancy and parental leave.

[Pregnancy Newborn Child and Adopted Child](#)

This fact sheet can help you get ready for the time you'll be off work for pregnancy, childbirth or adoption. It covers the various leave provisions available for taking time off from work, how your disability benefits work to replace wages while you're on leave during a pregnancy and/or following childbirth, which UC-sponsored benefits you may be able to continue while on leave caring for your new child, and how to enroll the child in benefits.

[What to Do if You're Having a Baby](#)

An overview of maternity and parental leave timelines for University employees including everything you need to know about taking time off work, enrolling your new child in benefits, and University resources.

[UC Basic and Voluntary Disability Benefits](#)

Detailed information regarding the University's Basic and Voluntary Disability Plans and coverages, including benefit cost calculator.

[Campus Life Family Services](#)

Visit the Family Services site to learn more about resources and support UCSF offers to its parents including lactation support, childcare centers and family services referrals.

[Campus Life Services](#)

Contact Campus Life if you'd like to suspend your gym membership, pretax commute contributions or parking payments while on leave.