

## Pregnancy Disability Leave Checklist

Congratulations on your pregnancy! The Human Resources team is here to guide you through the process of going on Pregnancy Disability Leave. We will partner with you to ensure a seamless Pregnancy Disability Leave so you can enjoy this special time with your family.

<b>Before going on leave</b>			
	<b>To Do</b>	<b>Timeframe</b>	<b>Description</b>
<input type="checkbox"/>	Educate Yourself	Anytime	Familiarize yourself with the Pregnancy Disability Leave Knowledge Bank at <a href="http://hr.ucsf.edu/hr.php?&amp;audience=health&amp;Y=m&amp;kprint&amp;KB=1&amp;org=mc#overview">http://hr.ucsf.edu/hr.php?&amp;audience=health&amp;Y=m&amp;kprint&amp;KB=1&amp;org=mc#overview</a> Watch Pregnancy Disability Leave Overview Online Webinar at <a href="https://cc.readytalk.com/play?id=d5i0r9">https://cc.readytalk.com/play?id=d5i0r9</a> Read FAQs at <a href="https://hr.ucsf.edu/hr.php/x/files?F=1&amp;cms_id=5152">https://hr.ucsf.edu/hr.php/x/files?F=1&amp;cms_id=5152</a>
<input type="checkbox"/>	Attend a Pregnancy Disability Leave Workshop	During pregnancy	After reviewing the above educational materials, we encourage you to attend an in-person session to get your questions answered. Register for the pregnancy disability workshop on HR Umbrella <a href="https://hrumbrella.ucsfmedicalcenter.org/Account/LogOn?ReturnUrl=/Leaves/Index">https://hrumbrella.ucsfmedicalcenter.org/Account/LogOn?ReturnUrl=/Leaves/Index</a>
<input type="checkbox"/>	Create a Map of Your Personal Timeline	During workshop	At the Pregnancy Disability Leave Workshop you will get a personalized timeline for your leave. Your personal timeline is available at <a href="https://hrumbrella.ucsfmedicalcenter.org/Account/LogOn?ReturnUrl=/Leaves/Index">https://hrumbrella.ucsfmedicalcenter.org/Account/LogOn?ReturnUrl=/Leaves/Index</a> for changes and edits at any time.
<input type="checkbox"/>	Complete a Leave Request on HR Umbrella to formally initiate your leave	At least 30 days prior to your last day worked	Complete a Leave Request on HR Umbrella at <a href="https://hrumbrella.ucsfmedicalcenter.org/Account/LogOn?ReturnUrl=/Leaves/Index">https://hrumbrella.ucsfmedicalcenter.org/Account/LogOn?ReturnUrl=/Leaves/Index</a> to formally initiate your leave and notify your manager/supervisor.  Note: <ul style="list-style-type: none"> <li>• Verbal or email notification to your manager/supervisor is not sufficient.</li> <li>• If you need to go on leave sooner than anticipated, contact disability management at 415-476-2621. Then inform your supervisor/manager as soon as reasonably possible and submit the Certification of Health Care Provider Form to support your request (available at <a href="https://hr.ucsf.edu/hr.php/x/files?F=1&amp;cms_id=5159">https://hr.ucsf.edu/hr.php/x/files?F=1&amp;cms_id=5159</a>).</li> <li>• Review your contact information on the At Your Service website here and update your information if necessary. UC communication will be mailed to the address on file.</li> </ul>
<input type="checkbox"/>	Complete the Certification of Health Care Provider Form	Between 2-4 weeks prior to your last day worked	Complete the form at <a href="https://hr.ucsf.edu/hr.php/x/files?F=1&amp;cms_id=5159">https://hr.ucsf.edu/hr.php/x/files?F=1&amp;cms_id=5159</a> . <ul style="list-style-type: none"> <li>• Section I is completed by you</li> <li>• Section II is completed by your health care provider.</li> </ul> Note: This form should be received by the Leave Management Office at least 15 calendar days prior to your anticipated last day worked.
<input type="checkbox"/>	Contact Campus Life Services	Before going on leave	Contact each of the departments below to temporarily suspend the following campus life services while on leave: <ul style="list-style-type: none"> <li>• Parking</li> <li>• Vanpool</li> </ul>

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	<i>To Do</i>	<i>Timeframe</i>	<i>Description</i>
			<ul style="list-style-type: none"> <li>• Pre-tax commute</li> <li>• Gym membership</li> </ul>
<input type="checkbox"/>	Apply for Disability Insurance	7-14 days prior to your last day worked	<p>Apply for Liberty Mutual disability insurance at <a href="http://www.MyLibertyConnection.com">www.MyLibertyConnection.com</a> Company Code: UNIVERSITY</p> <p>Note: UC does not participate in California State Disability Insurance (SDI). If you've worked for UC less than 18 months, your previous employer was in California, or if you have another job that is not with UC, you may be eligible for CA-SDI benefits and must apply.</p> <p>If you are applying for California State Disability Insurance (SDI) you should do so <b>no sooner than nine days after the first day your disability begins</b>. To apply for CA SDI:</p> <ul style="list-style-type: none"> <li>• Visit <a href="http://www.edd.ca.gov/disability/SDI_Online.htm">http://www.edd.ca.gov/disability/SDI_Online.htm</a></li> <li>• Call (800) 480-3287, or go to your local EDD Office</li> </ul> <p>Note: The UC statement is a document UCSF sends to Liberty Mutual to verify your unpaid leave status. After filing your disability insurance claim, if Liberty Mutual calls you to let you know that they have not yet received the UC Statement, please be aware that the Controller's Office will send it to them 3-5 days before your last day worked. This is to ensure that the last day worked is as accurate as possible to prevent incorrect payments to you.</p>
<input type="checkbox"/>	Continue Health Flexible Spending Account (FSA) while on unpaid FMLA	2 weeks prior to last day worked	<p>If your leave is designated as FMLA, you may elect to continue your participation in the Health FSA during the FMLA period, while on unpaid leave. Complete a UPAY 850 form and submit to the Controller's Office via email to: <a href="mailto:PayrollBenefits@ucsf.edu">PayrollBenefits@ucsf.edu</a> or via fax to (415) 920-2512. <b>This request must be submitted prior to the start of your leave and cannot be applied retroactively.</b></p> <p>Note: If your leave is not designated as FMLA or your contributions stop when unpaid leave begins only expenses incurred while making contributions are reimbursable.</p> <p><b>**Dependent Care FSA will end once you go on unpaid leave and is not subject to the same continuation provisions during a FML leave**</b></p>

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While on Leave			
	<i>To Do</i>	<i>Timeframe</i>	<i>Description</i>
<input type="checkbox"/>	Report the Birth of Your Child to Liberty Mutual	Within 7 days of baby's birth	Anticipate a phone call from Liberty Mutual around your due date to establish the duration of your paid disability benefits. If you do not receive a phone call, notify Liberty Mutual by calling (800) 838-4461 or online at <a href="http://www.MyLibertyMobile.com">www.MyLibertyMobile.com</a>
<input type="checkbox"/>	Report the Birth of Your Child to UCSF's Leave Management Office	Within 7 days of baby's birth	Contact the Leave Management Office by calling (415) 353-4545 and pressing Option 6
<input type="checkbox"/>	Request Paid Leave	During pregnancy disability	<p>After your disability period ends, you will no longer receive disability payments from Liberty Mutual and/California State Disability (SDI). You may elect to use Vacation Leave, or Extended Sick Time/Paid Time Off in accordance with Personnel Policy and Collective Bargaining Agreement to be paid during Baby Bonding/CFRA time. To do this, please contact Leave Management Office at 415-353-4545 option 6.</p> <p>Note: Paid leave is a one-time election; it must be used continuously and it must be consistent with your regular work schedule</p>
<input type="checkbox"/>	Enroll Your Child in Benefits	Within 31 days after the birth of your child	<p>You have 31 days after the birth to enroll your child in benefits. Complete a UPAY 850 form at <a href="http://ucnet.universityofcalifornia.edu/forms/pdf/upay-850.pdf">http://ucnet.universityofcalifornia.edu/forms/pdf/upay-850.pdf</a> and submit it to the Controller's Office via email to <a href="mailto:PayrollBenefits@ucsf.edu">PayrollBenefits@ucsf.edu</a> or via fax to (415) 920-2512.</p> <p>Note: If you are enrolled in an HMO, you must provide your child's primary care physician's name and Group Number. If your child's physician is part of a different medical group, then contact your medical plan before submitting the UPAY 850 form.</p> <p>Note: Your child's Social Security Number is not required to complete the enrollment process. However, you must update the University with your child's Social Security Number once received.</p>
<input type="checkbox"/>	Pay Insurance Premiums to Continue Benefits or Opt Out of Benefits	Ongoing	<p>When you are not receiving a paycheck from UC you must <b>you must</b> pay your portion of your insurance premiums to maintain active coverage while on leave without pay. Approximately 1 week after you go on unpaid status with UC, you will receive a <b>personal payment invoice</b> from the Controller's Office detailing your portion of your insurance premiums. <b>Failure to pay your insurance premiums will result in loss of benefits coverage.</b></p> <p>Alternatively, you may cancel your benefits while on leave by returning the form provided with your personal payment invoice to the Controller's Office indicating the date you would like your benefits to end.</p>
<input type="checkbox"/>	Verify Benefits Eligibility of Your Child	As soon as possible after receiving the verification	<p>After enrolling your child in benefits, you must complete the Family Member Eligibility Verification process with Secova here: <a href="http://ucnet.universityofcalifornia.edu/compensation-and-benefits/eligibility/family-member-verification/index.html">http://ucnet.universityofcalifornia.edu/compensation-and-benefits/eligibility/family-member-verification/index.html</a></p> <p>Note: Secova will send a verification packet to your address on file 8-10 weeks after</p>

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### While on Leave

	<i>To Do</i>	<i>Timeframe</i>	<i>Description</i>
		packet	your child is added to benefits
<input type="checkbox"/>	Review/Update Beneficiaries	Anytime	<p>To review and update your beneficiaries for the UCRP, life insurance and accidental and dismemberment (AD&amp;D) insurance, sign in your personal account on At Your Service Online (AYSO) at <a href="https://atyourserviceonline.ucop.edu/ayso/">https://atyourserviceonline.ucop.edu/ayso/</a></p> <p>To review and update beneficiaries for your 403(b), 457(b) and DC Plan accounts, sign in your personal account on UC Focus on Your Future at <a href="https://ucfocusonyourfuture.mysecurebenefitsportal.com/">https://ucfocusonyourfuture.mysecurebenefitsportal.com/</a></p>
<input type="checkbox"/>	Stay In Touch	Ongoing	Keep your supervisor/manager and your leave specialist informed of any changes in your return to work. If you are requesting additional leave, you must submit required supporting documentation to your leave specialist and notify your manager/supervisor <b>prior</b> to your anticipated return to work date.

### Return from Leave

	<i>To Do</i>	<i>Timeframe</i>	<i>Description</i>
<input type="checkbox"/>	Reinstate/ Re-enroll in Benefits	Within 31 days of return to work	<p>You must reinstate or re-enroll in benefits <b>within 31 days</b> of your return to work. Complete a UPAY 850 form at <a href="http://ucnet.universityofcalifornia.edu/forms/pdf/upay-850.pdf">http://ucnet.universityofcalifornia.edu/forms/pdf/upay-850.pdf</a> and submit to the Controller's Office via email to <a href="mailto:PayrollBenefits@ucsf.edu">PayrollBenefits@ucsf.edu</a> or fax to (415) 920-2512.</p> <p>Note: If you are off pay status for more than 120 days, you are eligible for make additional changes to your benefits. Refer to A Complete Guide to Your UC Health Benefits.</p>
<input type="checkbox"/>	Service Credit Buyback	Anytime	<p>To pursue a service credit buyback, obtain an estimate using the Leave Buyback Estimator, then contact Retirement Administration Service Center at 800-888-8267. To access the Leave Buyback Estimator, sign in to your personal account on At Your Service Online (AYSO) at <a href="https://atyourserviceonline.ucop.edu/ayso/">https://atyourserviceonline.ucop.edu/ayso/</a>. For additional information, reference the UCRP Buyback Booklet.</p> <p>Note: You must be off pay status for at least 4 weeks in order to buy back service credit</p>
<input type="checkbox"/>	Mandatory Training	As soon as possible after returning to work	Complete all mandatory training if applicable. Talk with your supervisor or manager.
<input type="checkbox"/>	Review Your First several Earnings Statement	First few pay periods	Review your first Earnings Statement to ensure your benefits have been reinstated or re-enrolled. To access your online Earnings Statement, sign in to your account on At Your Service Online (AYSO) at <a href="https://atyourserviceonline.ucop.edu/ayso/">https://atyourserviceonline.ucop.edu/ayso/</a> .

## Pregnancy Disability Leave Checklist

For further assistance during your leave, please reference the following Contacts

### **Controller's Office / Payroll**

Last Names Begins with A-K

Ngoc (Kayla) Bui: 415-476-8428

[Ngoc.bui@ucsf.edu](mailto:Ngoc.bui@ucsf.edu)

Last Name Begins with L-Z

Masina Misilagi: 415-476-8422

[Masina.misilagi@ucsf.edu](mailto:Masina.misilagi@ucsf.edu)

- Questions regarding benefits while on Leave
- Personal payments (insurance premiums, personal payment invoice)
- Over-deductions
- Form Completion (UPay-850)

### **Benefits Office**

Phone: 415-353-4545 Option 7

[mcbenefits@ucsf.edu](mailto:mcbenefits@ucsf.edu)

- Benefits enrollment, changes, questions

### **Leave Management Office**

Phone: 415-353-4545 Option 6

- FMLA / CFRA
- PTO / EST / sick leave / vacation
- Leave extensions also available online

### **Liberty Mutual Insurance**

Phone: 800-838-4461

[www.mylibertyconnections.com](http://www.mylibertyconnections.com)

- Questions regarding disability payments
- Problems getting / submitting Provider Certification Letter
- Leave Extensions