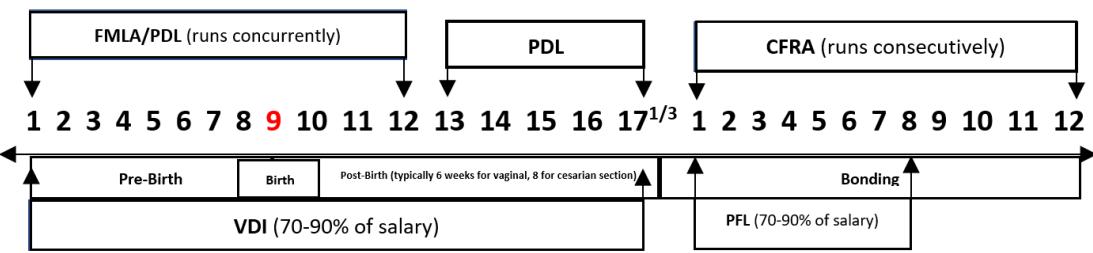


Leave of Absence Employee Checklist

Maternity Leave

<input type="checkbox"/>	<p>Alert Human Resources and your Supervisor as soon as possible of your leave request, within reason, and provide the following:</p> <ol style="list-style-type: none"> 1. Employee name, department, and preferred contact email and phone number throughout entire leave process 2. Anticipated start date (and end date if known) 3. Leave reason 4. Any information relevant to what your leave request entails (accommodations, reduced work schedule, continuous or intermittent leave) 5. If preferred, availability for a 30-minute introductory leave meeting to review beginning steps
<input type="checkbox"/>	<p>During your meeting, Human Resources will review Pregnancy Disability Leave (PDL) and the California Family Rights Act (CFRA)/ Family Medical Leave Act (FMLA), all of which are state and federal job-protected programs you may be eligible for, and how you may elect to be compensated during your leave (VDI, sick/vacation, PFL)</p> <p>Please see below for a visual aid of how the Pregnancy Disability Act (PDL), the Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) may run concurrently and consecutively.</p> <p>Note: In a normal pregnancy, a worker will typically be disabled 4 weeks before the expected due date and 6 weeks after for a vaginal birth or 8 weeks after for a cesarean section. This example shows an employee taking 17 1/3 weeks (the maximum allotted amount of PDL) of time for pregnancy disability and then 12 weeks for bonding with the baby after the employee is no longer disabled by pregnancy.</p> <p>As you can see, the FMLA and PDL run concurrently, which means that they both run together. The CFRA and PDL however, do NOT run concurrently. As you can see below, after the 12 weeks of FMLA, PDL continues until it reaches 17 1/3 weeks. Then, once the employee is no longer disabled due to their pregnancy, they are eligible for 12 weeks of bonding with their newborn under the CFRA. Therefore, CFRA is consecutive to PDL.</p> <p>Kindly note, that although the PDL allows for 17 1/3 weeks, an employee will be approved for what their healthcare provider certifies (certification process mentioned in the following steps)</p> 

<input type="checkbox"/>	<p>Human Resources will then follow up with</p> <ol style="list-style-type: none"> 1. Notice of Eligibility and Rights and Responsibilities (informs you if you are eligible for job-protected leave and what is needed from you for it to be approved) 2. Any applicable state and federal notices for the aforementioned programs, such as Pregnancy Disability Leave (PDL) and California Family Rights Act (CFRA)/Family Medical Leave Act (FMLA)
<input type="checkbox"/>	<p>Your next steps in certifying your leave (getting the leave approved)</p> <ul style="list-style-type: none"> • Completing your KGI VDI and PFL forms inclusive of the certification form(s) needing to be completed by your provider, and returning them to Human Resources <p>VDI forms are required for your pregnancy disability, while PFL forms are used for bonding time after you have recovered from your pregnancy.</p> <p>Note: Paid Family Leave (PFL) does not need to be fully decided at this time but must be used within one year of the child's birth</p>
<input type="checkbox"/>	<p>Within 5 days of receiving certification forms, Human Resources will follow up with a</p> <ol style="list-style-type: none"> 1. Designation Notice informing you if the leave is approved, or if there is additional information/clarification needed, and that it will be designated and counted as job-protected leave 2. Notice to Employee informing you of the effective date of your leave of absence status change, along with details regarding the number of sick or vacation hours you will accrue during your leave and for the month
<input type="checkbox"/>	<p>Once leave is approved, please inform your supervisor of your confirmed leave start and end dates so they may plan accordingly</p>
<input type="checkbox"/>	<p>Human Resources or The Claremont Colleges Services Disability Administrator will keep you updated on your case and notify you if they require anything additional to process your payments</p>
<input type="checkbox"/>	<p>Human Resources will work with Information Technology to create an Out of Office for your KGI email before your leave starts; please be on the lookout for if they require any partnership from you</p>
<input type="checkbox"/>	<p>If there are any changes or extensions to your leave, please reach out to Human Resources for next steps</p>