

## Maternity Leave Checklist



This guide provides information on the steps you should take and responsibilities you have in understanding how maternity leave works and how you are paid during your time when you are unable to work due to medical reasons arising from pregnancy and/or after spending time bonding with your newborn.

# **Maternity Leave Checklist**

## **√ Familiarize yourself with PDL (Pregnancy Disability Leave)**

Provides up to four months of job-protected time off for disabilities related to pregnancy or childbirth. This leave is eligible to be paid through your illness leave or vacation balances. You can read about PDL which is posted on the HR website at [www.sbccc.edu/hr/leaves.php](http://www.sbccc.edu/hr/leaves.php)

## **√ Review the [Leave of Absence page](#) which posts the protected leaves pertaining to pregnancy disability FMLA and CFRA:**

**PDL-** Pregnancy Disability Leave (up to 4 months; runs concurrent w/FMLA)

**FMLA-** Family Medical Leave Act (12 workweeks)

**CFRA-** California Medical Leave Act (concurrent with FMLA)

## **√ State Disability Insurance (SDI)**

Santa Barbara City College employees are **NOT** eligible to receive disability payments from the State of CA while on maternity leave. This is because SBCC does not participate in SDI; therefore employees may be paid during their leave by using their accrued sick and or vacation while out on leave.

## **√ Submit a completed Medical Leave Work Certification form**

If your pregnancy requires you to be off work for medical reasons, you will need to submit to Human Resources the completed [Medical Leave Work Certification](#) form

You understand you are paid during this time off work from your sick leave accrual. If you exhaust your sick leave accrual, you are able to receive half-pay entitlement. Or you can make the request to Payroll to use your vacation accrual.

Half-pay illness leave and any other form of paid leave such as vacation leave are **not** permitted to be combined (Ed Code 88196).

### √ **Map out your timeline for leave**

It is your responsibility to review your sick leave accrual balance and vacation leave accrual balance in Pipeline Self-Service.

We strongly suggest that you contact Payroll directly to confirm that your balances reflect any leave you have recently taken. Do not rely totally on Pipeline balances, as there is often a delay between use and updating Pipeline. This is a VERY important step to take because while out on your maternity leave, this is how you remain in paid status.

Do you plan on returning to work once your doctor releases you back to work? If not, and you want to bond with your child, you will need to complete the corresponding FMLA request form for faculty or classified. FMLA is a total of 12 workweeks (excludes holidays) and can be used intermittently.

FMLA is **unpaid** leave. As a certificated employee, you can opt to use sick leave or banked TLU's to remain in paid status. As a classified employee, you can opt to use sick leave or vacation leave to remain in paid status.

### √ **Understand how health care benefit premiums are paid while on maternity leave**

While out on your leave, the District will continue to pay the allocation for benefits. It is only if you are not receiving a paycheck and you have a premium portion that you are responsible for that you will be required to send a check to Payroll for your portion of the health benefits premium. If at some point you request an unpaid leave of absence, outside of FMLA, you are not eligible to receive the District allocation for health care benefits.

**√ Consider enrolling your child in District health benefits**

It is your responsibility to add your newborn to district benefits within 30 calendar days from the delivery of your newborn. ***This is very important.*** You will need to complete the [SISC change form](#) and provide a copy of the birth certificate or birth announcement from the hospital. If you fail to do so, your child will not be able to be added until Open Enrollment.

**√ Stay in Touch**

Keep Human Resources informed of any changes in your return to work date. Reasons can include extension of medical leave from your treating doctor, newborn is ill, plans changed and you want to bond with your newborn immediately once you are released back to work. If you are requesting any changes to your original return date, you must submit the required supporting documentation to Human Resources promptly.

**It is always best for an employee to be clear and timely with their employer. Please inform Human Resources within 30 days of your intent to take maternity leave. When an employee is vague and not explicit in their plans, this makes it difficult for the employer to understand the facts relevant to the employee's leave. When being clear and detailed with your plans and completing required forms needed for your leave, it will provide for a seamless experience.**

**CONGRATULATIONS ON YOUR PREGNANCY!**

Anthem Blue Cross PPO members have free access to **Maven** virtual care. Maven offers 24/7 virtual access to one-on-one maternity and postpartum support.

Eligible members are matched with a Care Advocate who connects them to trustworthy maternity and postpartum content delivered by doctors, specialists, coaches, and other maternity providers.

To enroll go to [mavenclinic.com/join/SISC](https://mavenclinic.com/join/SISC) to view all of the benefits available to you.

One breast pump, per pregnancy is covered under your Anthem Blue Cross district sponsored health plan.

\* If you are new to your job at Santa Barbara City College and have not accumulated sick leave or vacation leave or do not have significant balance accruals, you may want to consider enrolling in a short-term disability policy through American Fidelity. You must enroll in a policy prior to becoming pregnant. Time to enroll is during Open Enrollment or as a new hire.

Contact Sharon Remacle in Human Resources for questions.