

INTRODUCTION

Pregnancy Disability Leave (PDL) is available to you if you are disabled due to pregnancy, for pregnancy related medical conditions, or for childbirth.

PDL allows up to four (4) months (88 work days) of leave for pregnancy related disabilities. PDL is combined with Family Medical Leave Act (FMLA) and runs concurrently (if eligible). After FMLA and PDL benefits have been exhausted the employee may be eligible for up to twelve (12) additional weeks of parental leave under the California Family Rights Act (CFRA)

REQUESTING PREGNANCY LEAVE OF ABSENCE

1. Employees wishing to request Pregnancy Leave of Absence shall submit a letter to their immediate supervisor from a licensed medical provider stating the length of time the individual may safely remain employed, the type of work she may safely perform and the estimated date of confinement. All time lost from work due to pregnancy counts for purpose of determining the four (4) month period.
2. The employee's immediate supervisor shall notify the Department Head of the request. The Department Head shall advise the Personnel Officer in writing of the estimated date of return from leave of absence status. The Personnel Officer shall complete a Personnel Action Form noting Pregnancy Leave of Absence and the estimated date of return as scheduled above.
3. Upon concurrence of the Personnel Officer, an employee shall be placed on Pregnancy Leave of Absence. While on Pregnancy Leave, the employee will be required to utilize all sick-leave, vacation and any accumulated leave. The City encourages employees to coordinate the leave time with State Disability Insurance. Upon exhaustion of paid leave, the employee will be entitled to the balance of the four (4) month period on an unpaid status.
 - a. An employee who is on Pregnancy Leave without pay shall not accrue benefits (vacation, sick leave, holidays, retirement, etc.) and shall be required to personally pay for 100% of health, life, and any other benefits if continuation in City plans is desired.

REINSTATEMENT FROM MATERNITY LEAVE OF ABSENCE

1. The Personnel Department shall maintain necessary follow-up to insure that employees placed on Maternity Leave of Absence are either returned to the active payroll or terminated following expiration of such leave.
2. Employees wishing to return to the active payroll after birth of a child, shall submit a letter from their health care provider indicating that they may return to work. Such employees may be required to satisfactorily complete a physical examination administered by a City retained physician.

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3. In the event of miscarriage, the employee shall submit a letter from their health care provider indicating that she may return to work. Such employees may be required to satisfactorily complete a physical examination administered by a City retained physician.
4. In returning Maternity Leave of Absence employees to the active payroll, the Personnel Officer shall complete a Personnel Action Form noting the effective date of return.

Although the City cannot guarantee that an employee returning from Pregnancy Disability Leave will be assigned to an identical position on an identical shift, it will make reasonable effort to do so or shall assign the employee to a substantially similar position requiring similar skills and in a similar pay class.

TERMINATION FROM MATERNITY LEAVE OF ABSENCE

1. Employees who do not return to active employment, or fail to provide medical evidence to support a continuation, prior to the expiration of an approved Pregnancy Leave of Absence, shall be terminated in accordance with the City's Termination Policy.
2. Employees terminated from Maternity Leave of Absence status shall receive payments for unused accrued vacation.