

PROCEDURAL GUIDELINES FOR PREGNANCY DISABILITY (PDL) LEAVES

Employees are eligible for up to 17½ weeks of PDL, even if they are not eligible for FML.

If employee is not FML eligible:

- Notify the employee of their ineligibility for FML using [Letter 09 – PDL Eligible – FML Ineligible](#). Attach enclosures identified in that letter.
- After employee returns complete and sufficient Certification of Health Care Provider for employee's Pregnancy Disability, send employee [Letter 10 – PDL Approved – FML Ineligible](#), designating the beginning and end dates of employee's PDL leave. Attach enclosures identified in that letter. If the employee is a nurse represented by the California Nurses Association, use [Letter 14 - RN-PDL Eligible-FML Ineligible](#) in place of letter 10.
- If employee requests additional PDL and has not yet used her full entitlement, follow guidelines below regarding changes in leave dates or schedule.

If employee is FML eligible, but employee's FML entitlement has been exhausted for the calendar year:

- Notify the employee of this using [Letter 11 – PDL Eligible – FML Entitlement Exhausted](#). Attach enclosures identified in that letter.
- After employee returns complete and sufficient Certification of Health Care Provider for employee's Pregnancy Disability, send employee [Letter 12 –PDL Approved – FML Ineligible](#), designating the beginning and end dates of employee's PDL leave. Attach enclosures identified in that letter.
- If employee requests additional PDL and has not yet used her full entitlement, follow guidelines below regarding changes in leave dates or schedule.

If employee is FML eligible and has not exhausted her FML entitlement for the calendar year:

- Notify the employee of this using [Letter 05 – Pregnancy Disability Leave – Parental Leave – Provisional Designation](#). Attach enclosures identified in that letter.
- After employee returns complete and sufficient Certification of Health Care Provider for employee’s Pregnancy Disability, send [Letter 06 – PDL Certification Acknowledgment – Designation Notice](#). Attach enclosures identified in that letter.
- If employee has requested a combined leave for PDL and Parental Leave and dates for the PDL portion of her leave change, send her [Letter 13 – PDL - Extension](#). Attach enclosures identified in that letter.

Submittal of Medical Documents to Human Resources

Effective April 12, 2015, supervisors will be required to send the following medical documents completed by an employee’s health care provider to the HR Records Unit:

- Medical Certifications
- Any type of note or work status report
- Leave extensions
- Return to work certifications

Instructions for document submittal:

1. Click on the link below to for access to the **Cover Sheet for Leave of Absence Documentation Submittal**.
2. Enter all of the information required into the Cover Sheet and print it.
3. Place the Cover Sheet on top of the medical document(s).
4. Scan the cover sheet and medical document(s) and save them.
5. Send the Cover Sheet and medical document(s) electronically (by e-mail) to HR Records at the following address: hr.records@ucdmc.ucdavis.edu

[Cover Sheet for Leave of Absence Documentation Submittal](#)

Once received, the documents will be stored in OnBase®, a secure repository. Those documents may be reviewed by Leave of Absence Consultants in Employee and Labor Relations. This review could prompt a request to an employee for clarification or recertification if discrepancies are found.

Return to work/reinstatement.

Any employee who has been on a Pregnancy Disability Leave must provide you with a **Return to Work Certification** on or before date employee returns to work. If the employee begins Baby-Bonding/Parental Leave immediately after her Pregnancy Disability Leave ends, the employee may send you the Return to Work Certification or provide it on her first day back at work. Shortly before anticipated return date, it is recommended that you remind employees that Return to Work Certification will be required, if it was not already provided. The employee does not have to provide the UC or UCDHS version of this document as long as the document provided includes the following:

1. A statement indicating the employee is released to return to work.
2. The date in which the employee may return to work.
3. Any required work restrictions or limitations.
4. The range of dates in which any work restrictions or limitations are in effect.

If employee is released to return with restrictions, contact a Leave of Absence Consultant in Employee and Labor Relations for advice.

REFERENCED LETTERS/NOTICES FOR EMPLOYEES

[Required Notices for Employees](#) (intranet)

ATTACHMENTS REFERENCED IN LETTERS

[Certification of Health Care Provider for Employee's Pregnancy Disability Return to Work Certification](#)

[Notice A – Your Rights and Obligations as a Pregnant Employee](#)

[Notice B – Family Care and Medical Leave and Pregnancy Disability Leave Employee Rights and Responsibilities Fact Sheet](#)