

MATERNITY LEAVE CHECKLIST



60+ DAYS BEFORE YOUR LEAVE STARTS



1. Notify HR of your need for leave, provide an approximate due date.



2. Our team will contact you to discuss what leave is available, and help you determine your plan. A phone **meeting** (approximately 15-30 minutes) is recommended.

Your Leaves Technician will provide:

- Your eligibility for PDL, FMLA, and CFRA
- Medical certification form
- Leave balances
- Estimated calendar



3. **Submit a leave request in TalentEd Records at least 30 days prior to the start of your leave**

- a. If you want to request extended leave in addition to pregnancy-disability leave and CFRA bonding leave (up to 12 weeks), please submit a separate request form.

30 DAYS BEFORE YOUR LEAVE STARTS



4. **Submit a medical note specifying the first day of your pregnancy-related disability**

- a. Your Leave Technician will provide a letter outlining your leave
- b. HR will confirm the dates of your leave with your supervisor and enter your absences in Frontline

If you are enrolled in a disability program with UNUM or The Standard, contact the provider to file a disability claim.



AFTER YOUR BABY IS BORN



5. After your baby is born, **provide post-delivery medical note specifying when you are released** from pregnancy-disability leave. Your Leaves Technician will update your leave calendar if necessary

Provide a **verification of birth** (*this can be reflected in your post-delivery medical release note, or be submitted as a separate document*)



Benefits: You have 30 days after your baby is born to contact the Benefits department to add your baby to your medical plan