



MATERNITY LEAVE CHECKLIST

60+ DAYS BEFORE YOUR LEAVE STARTS

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1. **Notify** the Leaves Department of your need for leave & provide your approximate due date.

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2. **Develop a leave plan** with the Leaves Department. A phone meeting is recommended.

The following will be provided to you:

- Your eligibility for PDL, FMLA, and CFRA (disability and bonding leave)
- Medical certification form
- Leave balance(s)
- Estimated calendar

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

30 DAYS BEFORE YOUR LEAVE STARTS

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

The Leaves Department will provide a letter outlining your leave, 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

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5. **Submit a verification of birth** to confirm your baby's birth date (typically provided by the hospital) to the Leaves Department.

BENEFITS: You have 30 days from your baby's birth to add them to your Benefits if needed. Please contact the Benefits Department directly to adjust your benefits. **You must take action to complete this.** Start by submitting the verification of birth document to your Benefits Specialist.

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6. **Provide post-delivery medical note specifying the date you are released from pregnancy-disability leave.** Your Leaves Technician will update your leave calendar if necessary.