


## Disability, Pregnancy, and Bonding Leave


### FMLA/CFRA Eligibility Requirements

 **12** At least 12 months of employment at Caltech

 Worked at least 1,250 actual hours during the 12 months prior to the requested leave


### Job Protection


 **FMLA - Family Medical Leave Act:** Up to 12 weeks of job protected leave within 1 year

 **PDL\* - Pregnancy Disability Leave:** Job protected leave due to disability from pregnancy, childbirth, or related medical conditions.

 **CFRA\* - California Family Rights Act:** Up to 12 weeks of job protected leave to bond within the first year of birth, adoption or placement of foster child. Runs concurrently with FMLA.


### How Will I Get Paid?


 **CA State Disability Insurance\*** - If eligible it typically pays up to 60% of your weekly wage up to a maximum benefit

 **Sick or Vacation Time** - You may use available sick and vacation time. For specific guidelines regarding sick and vacation usage please refer to [PM26](#).


 **Unpaid** - You have the option to take unpaid time off if accruals are exhausted

### Pay Integration

 **7**  
DAYS **CA SDI (State Disability Insurance)\*** - If eligible you will receive benefits while you are disabled from your own serious health condition, pregnancy disability and while recovering from childbirth

 **6**  
WEEKS **PFL (Paid Family Leave)\*** - If eligible, you will receive up to 6 weeks of benefits for bonding

### Unpaid Time

 Once accruals are exhausted you will be on an unpaid leave and billed for benefit premiums



## Steps for Bonding Leave

Eligible employees may request Bonding Leave for the birth of your child, adoption or placement of a foster child. It is recommended that you first inform your supervisor and then the Disability & Leave Administration Unit (DLAU) if you require a leave. The DLAU will then engage you in the interactive process to ensure quality assistance and continued communication. For more information and eligibility requirements please see [PM 26](#).



## To Request a Leave Please Follow the Steps Below

1. Notify the DLAU 30 days in advance or as soon as possible
2. Receive leave packet (Includes forms)
3. Complete and submit Leave Request Form to DLAU no later than 5 business days before your leave begins
4. Submit Certificate of Birth/Adoption to DLAU



## Paid Family Leave (PFL) Available in California Only

1. Submit application for PFL to the [State of California EDD](#)
  - a. Please review the [PFL pamphlet](#) for instructions and details
2. If applying for PFL benefits, PFL partial benefit amount will be integrated with available accruals at a rate no greater than 40% of normal wages



## Additional Considerations

1. Suspend parking fee by contacting the [Parking Office](#)
2. Change your voicemail/email out of office greeting
3. Make arrangements with the Credit Union if you have a loan
4. Consider reviewing and adjusting voluntary retirement contributions
5. Go to [mybenefits](#) to enroll your child within 31 days of birth, placement or adoption.



## Steps for FMLA, Disability, or Pregnancy Disability Leave

Family Medical Leave, Disability and Pregnancy Leaves are for your own serious health condition or pregnancy-related disability requiring you to be away from work for 10 or more days. It is recommended that you first inform your supervisor and then the Disability and Leave Unit (DLAU) if you require a leave of absence. The DLAU will confirm if you are eligible and engage you in the interactive process to ensure quality assistance and continued communication. For more information and eligibility requirements please see [PM 26](#).



## To Request a Leave Please Follow the Steps Below

1. Notify the DLAU 30 days in advance or as soon as possible
2. Receive leave packet (Includes forms)
3. Complete and submit Leave Request Form to DLAU no later than 5 business days before the leave begins
4. Submit a medical certificate to the DLAU as soon as possible, but no later than 15 days from first day of leave
  - a. If your doctor extends your leave, submit an updated medical certification to the DLAU on or before the current note expires
5. Confirm and coordinate your return to work date with the DLAU
  - a. If you have work restrictions notify the DLAU before you return to work. The DLAU will engage in the interactive process with you.



## California State Disability Insurance (SDI) Available in California Only

1. If you are eligible, submit application for SDI to the [State of California EDD](#)
  - a. Please review the [SDI pamphlet](#) for instructions and details
2. If applying for SDI benefits, SDI benefit amount will be integrated with available accruals at a rate no greater than 40% of normal wages



## Additional Considerations

1. Suspend parking fee by contacting the [Parking Office](#)
2. Change your voicemail/email out of office greeting
3. Make arrangements with the Credit Union if you have a loan
4. Consider reviewing voluntary retirement contributions
5. If leave is for the birth of a child go to [mybenefits](#) to enroll your child within 31 days of birth, placement or adoption.



## Steps for Family Care Leave

Eligible Employees may request a Family Care Medical Leave for the care of your child, spouse, registered domestic partner, or parent requiring you to be away from work for 10 or more days. It is recommended that you first inform your supervisor and then the Disability and Leave Unit (DLAU) if you require a leave of absence. The DLAU will then engage you in the interactive process to ensure quality assistance and continued communication. For more information and eligibility requirements please see [PM26](#).



## To Request a Leave Please Follow the Steps Below

1. Notify the DLAU 30 days in advance or as soon as possible
2. Receive leave packet (Includes forms)
3. Complete and submit Leave Request Form to DLAU no later than 5 business days before the leave begins
4. Submit a Medical Certification for Family Member form to the DLAU as soon as possible, but no later than 15 days from first day of leave
  - a. If your family member's leave is extended, submit and updated medical certification to the DLAU on or before the current note expires



## Paid Family Leave (PFL) Available in California Only

1. Submit application for PFL to the [State of California EDD](#)
  - a. Please review the PFL pamphlet for instructions and details
2. If applying for PFL benefits, PFL benefit amount will be integrated with available accruals at a rate no greater than 40% of normal wages



## Additional Considerations

1. Suspend parking fee by contacting the [Parking Office](#)
2. Change your voicemail/email out of office greeting
3. Make arrangements with the Credit Union if you have a loan
4. Consider reviewing voluntary retirement contributions



## Steps for Personal Leave

Personal Leave of Absence may be requested for purposes such as education, scientific research, public service, and personal reasons in which you will be away from work for 10 or more days. There is no guarantee of reinstatement to the same or equivalent position. Discuss these possibilities with your supervisor before you go on leave. Personal Leaves are unpaid. For more information and eligibility requirements please see [PM 25](#).



## To Request a Leave Please Follow the Steps Below

1. Complete and submit a [Personal Leave of Absence Request Form](#) (form has been updated) to your supervisor at least 30 days before you intend to start your leave
  - a. In the case of an emergency, notify your supervisor as soon as it is practical
  - b. If approved by your supervisor the form will be passed along to the DLAU for final approval
2. Receive final decision from the DLAU

\* Note: To request and extension to an approved Personal Leave you must follow steps 1 & 2



## If Your Leave is Approved

1. Complete Benefit Billing Form and submit to the DLAU prior to the start of leave. While on a personal leave you will pay the full cost for your benefits 100%.
2. Confirm your intention to return to work with your supervisor and Human Resources two (2) weeks before the expiration date of your leave.
  - a. You may not return to work until HR approves your return.



## Additional Considerations

1. Suspend parking fee by contacting the [Parking Office](#)
2. Change your voicemail/email out of office greeting
3. Make arrangements with the Credit Union if you have a loan and consider reviewing retirement contributions