# Expectant Mother Leave To-Do List and Important Dates

<table>
<thead>
<tr>
<th>Date(1)</th>
<th>While at work</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>• Schedule a meeting with Human Resources to discuss your leave and the coordination of benefit options during your leave.</td>
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<tr>
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<td>• Within 30 days of your leave, contact Human Resources to confirm leave details and benefit options.</td>
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## Maternity Leave Period

### Pre-Partum pregnancy disability leave (PDL/FMLA)
- Provide Human Resources with a Doctor’s Certificate of disability indicating your last day of work and estimated release to return to work date.
- File State Disability paperwork with the State of California.
- Provide Human Resources with a copy of the NOTICE OF COMPUTATION for the State Employment Development Department.

### Birth
- Within 30 days of the birth, notify Human Resources of your baby’s date of birth and if you wish to enroll your baby in the University health plan(s).
- Complete the on-line enrollment process to add your new baby to the plan(s), if applicable.

### Post Partum pregnancy disability leave (PDL/FMLA)
- If eligible and you wish to take additional CFRA leave for bonding, complete a leave application form and return it to Human Resources 30 days prior to the start of the additional leave.

### California Family Rights Act (CFRA) leave
- Enjoy the additional bonding time with your baby.

### Back at Work
- Return to work at the end of your CFRA bonding leave and notify Human Resources of your specific date of return.

## Notes

For any questions contact: Christine Hannick (310) 506-7358 or christine.hannick@pepperdine.edu

(1) Human Resources will work with individual employee’s to determine the specific dates that apply to each individual leave situation.