

# PEPPERDINE UNIVERSITY

## Human Resources

EXPECTANT MOTHER LEAVE TO-DO LIST AND IMPORTANT DATES		
		DATE <sup>(1)</sup>
<b>While at work</b>	<ul style="list-style-type: none"> <li>Schedule a meeting with Human Resources to discuss your leave and the coordination of benefit options during your leave.</li> <li>Within 30 days of your leave, contact Human Resources to confirm leave details and benefit options.</li> </ul>	
MATERNITY LEAVE PERIOD		
<b>Pre-Partum pregnancy disability leave (PDL/FMLA)</b>	<ul style="list-style-type: none"> <li>Provide Human Resources with a Doctor's Certificate of disability indicating your last day of work and estimated release to return to work date.</li> <li>File State Disability paperwork with the State of California.</li> <li>Provide Human Resources with a copy of the NOTICE OF COMPUTATION for the State Employment Development Department.</li> </ul>	
<b>Birth</b>	<ul style="list-style-type: none"> <li>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).</li> <li>Complete the on-line enrollment process to add your new baby to the plan(s), if applicable.</li> </ul>	
<b>Post Partum pregnancy disability leave (PDL/FMLA)</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>	
<b>California Family Rights Act (CFRA) leave</b>	<ul style="list-style-type: none"> <li>Enjoy the additional bonding time with your baby.</li> </ul>	
<b>Back at Work</b>	<ul style="list-style-type: none"> <li>Return to work at the end of your CFRA bonding leave and notify Human Resources of your specific date of return.</li> </ul>	
<b>Notes</b>		

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

<sup>(1)</sup> Human Resources will work with individual employee's to determine the specific dates that apply to each individual leave situation.