

**MATERNITY LEAVE  
OVERVIEW AND CHECKLIST**

ACTION	NOTES
<b>BEFORE YOUR LEAVE BEGINS</b>	
<p><b>Review available resources and an expected timeline of your leave.</b></p>	<p>Please review the <a href="#">Expectant Parent Resource webpage</a>.</p> <p>Please reference <a href="#">Frequently Asked Questions</a> about Maternity Leaves.</p>
<p><b>Meet with Human Resources.</b> We are glad to provide an overview of Maternity Leaves, discuss pay coordination, and answer any questions you may have.</p>	
<p><b>Complete an FMLA application one week prior to the date your disability is scheduled to begin.</b> The Family and Medical Leave Act (FMLA) application provides you with twelve weeks of job protection during your leave.</p>	<p>Complete the <a href="#">FMLA application Google form</a>.</p>
<p><b>Download and send the Medical Certification form to your doctor on the same day you complete the FMLA application.</b> Your doctor must complete this form and it must be returned to Human Resources within 15 days of you completing the FMLA application. This indicates your last day of work and your estimated return to work date, which will allow the University to manage your leave.</p>	<p>You may access the Medical Certification here: <a href="https://community.pepperdine.edu/hr/content/medicalcertification.pdf">https://community.pepperdine.edu/hr/content/medicalcertification.pdf</a></p>
<p><b>Send Human Resources an email granting permission to use your accruals during leave, if you wish.</b> Telling Human Resources to use your accruals in coordination with SDI will allow you to receive your full salary in coordination with SDI (subject to sufficient accrual balances).</p>	<p>Estimate your salary and accruals on the <a href="#">Accruals Use Estimator Tool</a>.</p>
<p><b>Tell Human Resources whether you anticipate adding your child to your Pepperdine benefits plan after birth.</b> If so, Human Resources is pleased to remind you of this at the appropriate time so that benefit coverage disruption may be avoided.</p>	

**DISABILITY (PRE-PARTUM LEAVE)**

*Your doctor will place you on disability anywhere from 1-4 weeks prior to your due date.*

*State Disability Insurance (SDI) will pay approximately 60-70% of your salary (pre-tax), determined by the State and based on your income.*

<p><b>File for State Disability Insurance (SDI) on your first day off of work.</b> SDI provides your primary source of income during your leave.</p> <p>NOTE: You cannot file for SDI prior to being placed on disability by your doctor.</p>	<p>To file for SDI, please:</p> <ul style="list-style-type: none"> <li>● Visit <a href="http://edd.ca.gov">edd.ca.gov</a>.</li> <li>● Click “Claims.”</li> <li>● Under “Disability Insurance,” select “How to File a DI Claim in SDI online.”</li> <li>● Follow steps 1-4.</li> <li>● Save your Form Receipt Number generated to provide to your doctor.</li> </ul>
<p><b>Send your doctor’s office the Form Receipt Number the same day that you file for SDI.</b> Your doctor will verify and confirm with EDD your disability.</p> <p>NOTE: You cannot receive any SDI payments without your doctor’s verification.</p>	<p>Most doctor’s offices accept the Form Receipt Number via phone or email.</p> <p>Kaiser members should contact Kaiser’s disability department.</p> <ul style="list-style-type: none"> <li>● <b>Woodland Hills</b> (818) 719-2670 Email: <a href="mailto:whroui@kp.org">whroui@kp.org</a></li> <li>● <b>Los Angeles</b> (323) 783-2400 Email: <a href="mailto:lariou@kp.org">lariou@kp.org</a></li> <li>● <b>Panorama City</b> (818) 375-2208 Email: <a href="mailto:pcroi@kp.org">pcroi@kp.org</a></li> </ul>
<p><b>Provide Human Resources a copy of your Notice of Computation as soon as possible after filing for SDI.</b> On this Notice, the State provides your daily and weekly rate of pay, as well as the effective date.</p> <p>NOTE: Only once Human Resources receives your Notice of Computation can your accruals be accurately coordinated. You may be over or under paid until this is submitted.</p>	<p>You may access the Notice of Computation:</p> <ul style="list-style-type: none"> <li>● By USPS mail, which you can expect to receive approximately one week after your doctor verifies your SDI claim.</li> <li>● Visit <a href="http://edd.ca.gov">edd.ca.gov</a>.             <ul style="list-style-type: none"> <li>○ Visit <a href="http://edd.ca.gov">edd.ca.gov</a>.</li> <li>○ Log into your EDD account using your username and password.</li> <li>○ Select “Inbox.”</li> <li>○ Search for a message labeled DE 429D-Notice of Computation and open.</li> <li>○ Select the “Link to Form.”</li> </ul> </li> </ul>

BIRTH	
<p><b>DISABILITY (POST-PARTUM LEAVE)</b></p> <p><i>Once the baby is born, the duration of the disability leave is 6 weeks for normal delivery and 8 weeks for c-section.</i></p> <p><i>Similar to the Pre-Partum Leave, SDI will continue to pay your salary and Human Resources will coordinate your benefits (if applicable).</i></p>	
<p><b>Add your baby to your Pepperdine medical benefits plan as soon as possible and within 14 days of birth.</b> Because it takes approximately two weeks to process your request to add your baby to your medical benefits plan, it is important to do this in time for the first well-baby check (usually around 30 days following birth).</p> <p>NOTE: The window to add your baby to your Pepperdine medical benefits plan is 30 days. If your baby is not added during this time, you must wait for the next annual Open Enrollment to do so.</p>	<p>Take these steps to add your baby to your Pepperdine medical benefits:</p> <ul style="list-style-type: none"> <li>● Log into <a href="http://my.benefits.pepperdine.edu">my.benefits.pepperdine.edu</a> through single-sign-on.</li> <li>● Click “Life Event.”</li> <li>● Click on “New Life Event.”</li> <li>● Select “Reason for Change” in the dropdown menu (i.e., Birth).</li> <li>● Enter in Date of Birth, then “Next.”</li> <li>● Click on” Add Dependent” and save.</li> <li>● Click “Change Your Level of Coverage” and follow the instructions to add your child.</li> </ul> <p>You will need to upload a birth certificate which you most likely will not have. As a placeholder, you can upload a hospital document until you receive the birth certificate.</p> <p>To ensure your coverage change, either:</p> <ul style="list-style-type: none"> <li>● Check your “Benefits Summary” at <a href="http://mybenefits.pepperdine.edu">mybenefits.pepperdine.edu</a> to ensure your baby was successfully added.</li> <li>● Call Pepperdine’s Benefit Service Center: 310.506.6069</li> </ul> <p>Your insurance company will mail you an ID card within 3 weeks of you adding coverage. You may log into your Anthem/Kaiser account for an electronic copy of the ID card in the interim.</p>
<p><b>If your doctor extends your disability:</b></p> <ol style="list-style-type: none"> <li>1. <b>Ask your doctor to notify EDD of your extended disability.</b> This will ensure you continue receiving SDI.</li> </ol>	

<p><b>2. Provide Human Resources an updated doctor’s note of your extended disability.</b> This will allow Human Resources to continue coordinating your accruals.</p>	
<p><b>FAMILY LEAVE (BONDING)</b></p>	
<p><b>Submit the online State Paid Family Leave application the first day after your disability ends.</b>          Paid Family Leave (PFL) provides your primary source of income for the first eight weeks of Family Leave (bonding time). Your rate of pay will be the same for PFL as it was for SDI.</p> <p>NOTE: If you take any bonding time and decide not to return to work for at least 30 days, you will be responsible to pay back the full cost of the premiums (Pepperdine’s and yours).</p>	<p>To apply for PFL, please:</p> <ul style="list-style-type: none"> <li>● Log into <a href="http://edd.ca.gov">edd.ca.gov</a> with your username and password.</li> <li>● Click “Claims.”</li> <li>● Under “Paid Family Leave,” select “How to File a PFL Claim in SDI Online.”</li> <li>● Follow steps 1-4.</li> </ul> <p>NOTE: The State will send you an application via USPS prior to your disability ending. For faster service, please apply for PFL online.</p>
<p><b>RETURN TO WORK</b></p>	
<p><b>Notify Human Resources on your first day returning to work via phone or email.</b> By confirming that you have returned to work, you will be returned from leave status and all system access will be returned.</p>	
<p><b>Notify Human Resources if you need access to a lactation room on campus.</b></p>	<p>Please review the <a href="#">Expectant Parent Resource webpage</a> to review available lactation rooms and instructions to access each:</p> <p>West LA Campus: Room 534          Calabasas Campus: Room 163          Malibu Campus: PLC Women’s Lounge          TAC Room 340</p>