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**I. ELIGIBILITY**

An employee who is disabled by pregnancy, childbirth or related medical conditions may be eligible for PDL. This includes:

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### **III. PROCESS**

#### **Employee Responsibilities**

1. Provide 30 days advance notice to your immediate supervisor or the Leave Program Manager. If 30 days' notice is not practicable, notice shall be given as soon as the event necessitating the leave becomes known to the employee. Situations with extenuating circumstances will be handled on a case-by-case basis. Failure to provide timely notice may delay approval of the leave.
2. Submit the following required forms to the Leave Program Manager at the time PDL is requested:
  - [Leave Request Form \(.pdf\)](#)
  - [Medical Certification \(.pdf\)](#) signed by a health care provider (in the event that any circumstances of the medical condition change, re-certification is required)
3. Provide a [Return to Work Certification \(.pdf\)](#) from the attending health care provider prior to your scheduled return date (an employee may not return to work until this form has been submitted).

All forms are available in UP or on the UP website under [Leave Programs-Pregnancy Disability Leave](#).

#### **Department Responsibilities**

The appropriate administrator will:

1. Contact the Leave Program Manager immediately upon request from an employee for PDL, or after becoming aware that an employee may need time away from work due to disability from pregnancy or a related medical condition.
2. Within two days of the employee's notification of the need for PDL, inform the employee of her rights under the California Fair Employment and Housing Act (FEHA) and provide a copy of the [PDL Information Sheet](#) (PDL IS) to the employee.