

City of Red Bluff
Administrative Policies & Procedures – Personnel Manual

Subject: Pregnancy Disability Leave		Number: 22-39
		Effective Date: 10/17/2023
Departments Affected: All		Supersedes (Number/Date):
Authority: Section 2.82-A. Red Bluff City Code	File References:	
	Approved: Approved by City Council on: 10/17/2023	

Overview: The City of Red Bluff will grant Pregnancy Disability Leave in accordance with provisions set forth by the Department of Fair Employment and Housing.

Applicable to: All City of Red Bluff employees who are physically unable to work because of pregnancy, childbirth, or a pregnancy related medical condition.

Guidelines: An employee who is on Pregnancy Disability Leave is entitled to a continuation of group health insurance under the same terms and conditions as if the employee had not taken leave. Employees may be eligible for Pregnancy Disability Leave if they are physically unable to work because of pregnancy, childbirth, or a pregnancy related medical condition. For example, an employee may be eligible to take Pregnancy Disability Leave for prenatal or postnatal care, severe morning sickness, doctor-ordered bed rest, childbirth, recovery from childbirth, loss or end of pregnancy, or any other related medical condition.

Under FMLA/CFRA, eligible employees may take additional leave for the birth or bonding of a new child entering their life through birth, adoption, or foster placement. Refer to 22-38 Family Medical Leave.

Procedure: An employee is eligible for Pregnancy Disability Leave upon their first day of employment. Employees must give at least 30 days advance notice of the date for which the Pregnancy Disability Leave is sought and the estimated duration of the leave. If 30 days advance notice is not possible, the notice must be given as soon as practicable. If an employee on Pregnancy Disability Leave qualifies for other statutory leaves, all applicable leaves will run concurrently. For clarification of leave concurrence, contact the Human Resources Department.

The employee is responsible for:

- Making notification to your immediate supervisor or designee and Human Resources.
- Completing a Leave of Absence Request Form.
- Submitting a completed Medical Certification – Employee’s own Health Condition. The form must be completed in its entirety by the employee’s physician within 15 days of the request for leave. Incomplete certifications will

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- be returned to the employee for follow up with the physician.
- Completing a Coordination of Benefits Authorization Form.

Five days prior to the employee's estimated return to work date, the employee will be required to submit a Physician's Return to Work Certification completed by the employee's physician. If the employee will be staying off work to bond with the newborn child, the employee will need to make notification to their supervisor or designee and Human Resources immediately.

It is the employee's responsibility to complete these forms in a timely manner. Failure to provide sufficient information needed to determine eligibility for protected leave may delay and/or cause the request for protected leave to be denied.

Upon receiving a Leave of Absence Request Form, Human Resources shall immediately prepare a Designation of Leave notification letter and make available to the employee the following forms and documents that are applicable to the requested leave:

- Leave of Absence Request Form.
- Medical Certification – Employee's Own Health Condition.
- Coordination of Benefits Authorization Form.
- Physician's Return to Work Certification.
- Department of Fair Employment and Housing – CFRA Brochure.
- United States Department of Labor – FMLA Fact Sheet.
- Employment Development Department – SDI Brochure.
- Employment Development Department – PFL Brochure.

Once the completed Medical Certification form has been submitted, Human Resources shall complete a Designation of Leave Notice and provide a copy to the employee within five days of the commencement of the employee's leave. If the employee is eligible to receive FMLA in addition to PDL, the entitlements will be designated as FMLA/PDL for the first 12 weeks. If an eligible employee elects to stay off work for bonding leave, the remaining FMLA entitlements will be ran concurrently with CFRA. Once FMLA is exhausted, the leave entitlements will be designated as CFRA only.

Human Resources will review, process, log, and track all leaves of absence.

References: Cal Govt Code §12945; Cal Code Regulations Title 2 §11035-11042;
www.dfeh.ca.gov