

**Diocese of Sacramento - Human Resources Services**  
**Pregnancy Disability Leave Checklist**

**WHAT TO DO PRIOR TO GOING ON PREGNANCY LEAVE:**

\_\_\_ Notify your pastor/principal/supervisor when leave is expected to begin and how long it will likely last. If the need for a leave or transfer is foreseeable, you must provide notification at least 30 days before the pregnancy disability leave or transfer is to begin. **If 30 days' advance notice is not possible**, notice must be given as soon as practical.

\_\_\_ A leave packet containing the Pregnancy Disability Leave Policy as well as the following forms that need to be completed will be sent to you.

- PT 400 – Employee Request for Leave. You will complete the form and provide it to your pastor/principal/supervisor/Benefits Administrator/Payroll Contact/Bookkeeper.
- PT 381 – Certification for Pregnancy Disability Leave. This form must be completed by your health care provider and return.
- DI Provisions Brochure (DE 2515). If eligible, apply for State Disability benefits. By internet: [www.edd.ca.gov/disability](http://www.edd.ca.gov/disability). By phone: 1-800-480-3287.

**If Baby Bonding:**

- PT 383- Medical / Family Leave Policy.
- PT 400- Employee Request for Leave (Baby Bonding). You will complete the form and provide it to your pastor/principal/supervisor/Benefits Administrator/Payroll Contact/ Bookkeeper. This is to ensure your supervisor has your dates of leave for baby bonding time.
- Paid Family Leave Brochure (DE 2511). When the disability begins, the employee is required to apply for State Disability Insurance (SDI), and any paid leave time used will be coordinated with state disability benefits so that total medical leave compensation does not exceed regular pay. By Internet: [www.edd.ca.gov/disability](http://www.edd.ca.gov/disability). By phone: 1-877-283-4373.

**WHAT TO DO WHILE OUT ON LEAVE:**

\_\_\_ The Parish/School/Diocese will continue to make the same premium contributions for your benefits (for the duration of the approved leave), as if you had continued working but you must continue to make the same monthly benefit premium payments during the leave as before the leave started.

- Benefits Continuation Letter. Letter will be provided by your pastor/principal/supervisor.

**WHAT TO DO WHEN YOU RETURN TO WORK:**

**Please note:** you **cannot return to work** until your pastor/principal/supervisor receive a Return to Work Certification from your health provider.

\_\_\_ Upon completion of leave period, request that your Healthcare Provider complete a release to return to work that is signed and dated on letterhead. Send the completed form to your pastor/principal/supervisor. If you are released to return on restricted basis, ask your health care provider to clearly outline the work restrictions and duration of the restrictions so we can work with you on assessing any reasonable accommodations requested.

**For any questions or concerns please contact:**

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