



GLENN COUNTY PERSONNEL DEPARTMENT

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Glenn County Pregnancy Disability Leave

Overview: Glenn County will grant Pregnancy Disability Leave in accordance with provisions set forth by the Department of Fair Employment and Housing and the California Family Rights Act.

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

PDL: Pregnancy Disability Leave is unpaid job protected leave which allows employees to take up to four months (17.3 weeks) of disability leave per pregnancy. Leave can be taken before or after childbirth, or during any period of time the employee is physically unable to work because of pregnancy or a pregnancy related condition.

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.

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 occurrence, contact the Personnel Department.

The employee is responsible for:

- Making notification to your immediate supervisor or designee;
- Completing a Leave Request Form;
- Submitting a completed Certification of a Serious 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 be returned to the employee for follow up with the physician;
- Completing a Coordination of Benefits Form

Five days prior to the employees estimated return to work date, the employee will be required to submit a Return to Work Form 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 immediately.

It is the employee's responsibility to complete these forms timely. 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.

Supervisor/Department Head: Upon receiving a Leave of Absence Request Form, the Supervisor/Department Head or designee shall immediately prepare a Pregnancy Disability Leave notification letter and provide the employee with the following forms for completion:

- Leave Request Form
- Certification of a Serious Health Condition
- Coordination of Benefits Form
- Return to Work Form
- Department of Fair Employment and Housing – CFRA Brochure and Pregnancy Leave Brochure
- United States Department of Labor – FMLA Fact Sheet
- Employment Development Department – SDI Brochure
- Employment Development Department – PFL Brochure

Once the completed Certification of a Serious Health Condition has been submitted, the Supervisor/Department Head or designee shall complete a Leave of Absence Designation Notice or Preliminary Designation Notice and provide a copy to the employee within five days of the commencement of the employee's leave. A Personnel Action Form shall be completed documenting the PDL leave of absence and forwarded to the Personnel Office. 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. Copies of all leave of absence documentation should be attached to the Personnel Action Form (Leave Request Form, Certification of a Serious Health Condition, etc.).

Personnel Department: The Personnel Department will review, process, log, and track all leaves of absence.

The provisions of this Personnel Rule shall not supersede any state law, federal law or current collective bargaining agreement between an employee organization and Glenn County. The provisions of these Personnel Rules shall not preclude specific County departments from developing operational policies and procedures.