

Diocese of Sacramento — Human Resources Services

PREGNANCY DISABILITY LEAVE POLICY

Pregnancy, childbirth, or related medical conditions will be treated like any other disability, and an employee on leave will be eligible for temporary disability benefits in the same amount and degree as any other employee on leave.

Pregnancy disability leave is subject to the following conditions:

- An employee who needs to take pregnancy disability must inform her pastor/principal/supervisor when a leave is expected to begin and how long it will likely last. If the need for a leave or transfer is foreseeable, employees must provide notification at least 30 days before the pregnancy disability leave or transfer is to begin. Employees must consult with their pastor/principal/supervisor regarding the scheduling of any planned medical treatment in order to minimize disruption to the operations. Any such scheduling is subject to the approval of the employee's health care provider;
- If 30 days' advance notice is not possible, notice must be given as soon as practical;
- Upon the request of an employee and recommendation of her physician, if workplace staffing levels permit, the employee's work assignment may be changed if necessary to protect the health and safety of the employee and/or her child;
- Requests for transfers of job duties will be reasonably accommodated, provided there is no conflict with the employment rights of others;
- Temporary transfers will be granted when possible;
- Pregnancy disability leave usually begins when ordered by the employee's physician. The employee must provide her pastor/principal/supervisor with a certification from a health care provider. The certification indicating disability should contain:
 - Beginning date of disability due to pregnancy, childbirth or related medical condition due to pregnancy;
 - The probable duration of the period or periods of disability; and
 - A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself and/or the successful completion of her pregnancy.
- Leave returns will be dependent upon the employee's physician providing an appropriate release to return to work;

- Accrued sick leave will be applied during a pregnancy disability leave and will be integrated with State Disability benefits. An employee will be allowed to use accrued vacation or personal holidays (if otherwise eligible to take the time) during a pregnancy disability leave; and
- Duration of the leave will be determined by the advice of the employee's physician, up to a maximum of four months. Part-time employees are entitled the equivalent of up to 4 months of their normal part-time work schedule of leave on a pro rata basis. Example: an employee who works 2 days per week will get 2 days per week up to four months. The four months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care.

Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of one hour.

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to her same position held at the time the leave began or to an equivalent position, if available. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.