

## Steps for UCLA Postdocs to take when planning maternity leave:

### Three Months Before Leave or as Early as Possible:

1. Notify faculty sponsor and funding agency (provide copies of correspondence to department payroll office).
2. Determine leave plan - What combination of paid days-off, sick leave, and short-term disability works best for you?
3. If you are an international scholar, contact Dashew Center to make sure your non-immigrant status is maintained.



### Two Months Before Leave:

1. Complete Standard Insurance Disability Claim Form (on GP&A website).
2. Form will require contributions from your department, yourself, and your physician.
3. Make sure you understand your pay and benefits status while on and budget accordingly.

### One Month Before Leave:

1. Meet with your faculty sponsor to confirm leave schedule and paid leave or sick leave usage.
2. Confirm that your doctor has completed statement for disability claim form.
3. Make arrangements with payroll office to cover any insurance premiums while on leave.
4. Submit completed Disability claim form to Garnett-Powers & Associates (FAX: 949-583-2929; Phone: 800-254-1758).

### While On Leave:

1. Make sure your department is notified when you start your leave.
2. Stay in touch with the department to inform them of any changes in your leave schedule.
3. Visit Garnett Powers & Associates website to add your newborn to your coverage within 30 days of birth and give enrollment form to your department's payroll office.



### Returning to Work:

1. Check in with your department on your first day back to let them know your leave is over.
2. If you will be on a modified work schedule, discuss it with your faculty sponsor and payroll office and make sure to complete the appropriate paperwork.

## An Example of Maximum Maternity Leave (with pay) for UCLA Postdocs



\*Postdoctoral Scholars with benefits through GP & A can apply for Short-Term Disability. 60% of salary (up to \$1000 per week) is paid for up to 5 weeks with a normal pregnancy, beginning one week after the end of full-time pay.

\*\*Postdoctoral Scholars are eligible for 12 days paid sick leave per 12 month appointment, 1 day/month in proportion to number of months worked. Paid sick leave can be used during maternity leave. Unused sick leave is carried forward to subsequent postdoc appointment.

\*\*\*Postdoctoral Scholars are eligible for 20 days of paid leave per year of service. Year starts from day of appointment. Leave days do not carry from year to year.

Postdocs have the option of using accumulated paid sick leave or paid time-off days during the 7 days of 0% salary before Short-Term Disability payments begin. Postdocs may also use sick leave or time-off days during the 5 weeks of Short-Term Disability payments to receive 100% salary. With a normal pregnancy, eligibility for Short-Term Disability ends 6 weeks following birth, whether or not sick leave or paid time-off is used during this period. Short-Term Disability can be extended on the recommendation of a physician. Following the end of the Short-Term Disability Period, paid sick leave or time-off days can be used to extend leave, if desired. Be sure to keep your department personnel office informed of changes in your leave schedule.

## UCLA Postdoc Maternity Leave Can Consist of Three Types of Paid Leave:

### Short-Term Disability

Postdoctoral Scholars with benefits through GP&A can apply for Short-Term Disability. 60% of salary (up to \$1000 per week) is paid for up to 5 weeks with a normal pregnancy, \*beginning 1 week after the end of full-time pay.

### Paid Sick Leave

Postdoctoral Scholars are eligible for 12 days paid sick leave per 12 month appointment, 1 day/month in proportion to number of months worked. Paid sick leave can be used during maternity leave. Unused sick leave is carried forward to subsequent postdoc appointment.

### Paid Time-Off

Postdoctoral Scholars are eligible for 20 days of paid leave (vacation days) per year of service. Year starts from day of appointment. Paid time-off days do not carry over from year to year.

## Postdocs Can Choose Different Combinations of Paid Leave to Make Up Maternity Leave

