



# Contra Costa County

## Pregnancy Disability Leave and Baby/Child Bonding

*"A Guide for All Expectant Parents"*



# Table of Contents

Introduction.....	3
Preparing for your Arrival.....	4
Leave Provisions.....	4
Eligibility.....	4
Job & Benefit Protections.....	5
Leave provisions Defined.....	6
PDL & Baby Bonding Timeline Examples for the Birthing Parent.....	8
Starting the Leave Process for Pregnancy Disability Leave.....	9
Accommodation(s) During & After Pregnancy.....	11
Baby’s Due Date.....	12
Additional PDL Time.....	12
Baby Bonding Birthing Parent.....	11
Recap of Necessary Documents for PDL/FMLA/CFMLA+/CFRA Leave.....	13
Child/Baby Bonding Non-Birthing Parent.....	14
-Birth of baby/ Child Placement Foster/Adoption	
Income While on Protected Leave.....	16
SDI.....	16
PFL.....	16
Additional SDI & PFL Information.....	17
LTD.....	17
Both SDI & LTD.....	18
Accruals.....	18
List of Unions with Eligible State Benefits.....	18
Preparing & Planning to Return to Work.....	19
Lactation Accommodation.....	20
Don’t Forget to Enroll Your Child to Your Benefits!.....	21
Thinking Ahead for Daycare.....	22
Employee Assistance Program.....	23
Frequently Asked Questions.....	24
PDL/Baby Bonding Leave Checklist.....	27
Baby Bonding Checklist, Non-Birthing Parent.....	27
Glossary of Terms.....	28
Helpful Links.....	29

# Introduction

We know this is an exciting time in your life as you make preparations both at home and at work, but it can also be a little nerve racking.

This Pregnancy Disability Leave (PDL) and Baby/Child Bonding Guide can help you get ready for the time you will be off work for your pregnancy, childbirth, adoption or foster care leave. Please know we are here to help guide you through the steps for your upcoming leave and give you peace of mind as you prepare for this life-changing event.

This guide will cover important information regarding leave provisions available for taking time off from work, benefit coverage while you are on leave, wage replacement benefits during your pregnancy and/or following childbirth, use of accruals, and how to enroll your child into health benefits. The guide will also assist you in planning for your return to the workplace.

If you are the non-birthing parent, or are adopting or fostering a child, most of the information in the guide will apply to you. The exception is the information regarding State Disability Insurance (SDI) and Pregnancy Disability Leave (PDL) because you are not giving birth, you will not be eligible for SDI or PDL. Instead, you may be eligible for baby/child bonding leave and Paid Family Leave (PFL).

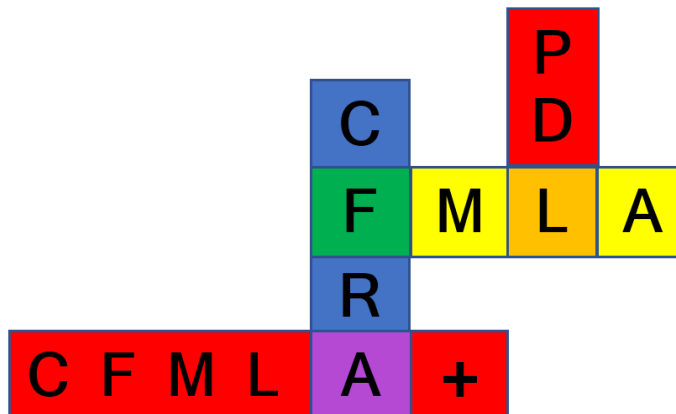


# Preparing for your Arrival

One of the challenges for all expectant parents is knowing how much time you can take before, during, and after your leave. Federal and state laws, as well as County policies, determine whether you have benefit coverage, how much time you may be able to take during your leave, and be assured you have reinstatement rights upon your return.

## Leave Provisions

The following leave provisions describe the types of protections available when you are disabled by pregnancy, childbirth, and/or a related medical condition (pregnancy disability leave). Leave may also be available to bond with your newborn, or an adopted or foster child placed in your care (baby/child bonding leave). Baby/child bonding is available to both parents.



## Eligibility

To be eligible for leave under FMLA, CFMLA+ and/or CFRA, you need to have worked at least 12 months in the past 7 years (does not have to be continuous) and you must have worked at least 1,250 hours during the 12 months immediately preceding the start of the FMLA/CFMLA+/CFRA leave. Time worked as a temporary or seasonal employee may count toward your eligibility requirements. PDL is available to you upon hire as long as you are disabled by pregnancy.

## Job & Benefit Protections



Depending on the purpose of your leave and eligibility status, your leave may qualify under the federal Family and Medical Leave Act (FMLA), California's Family Rights Act (CFRA), California's Pregnancy Disability Leave (PDL) law and/or the County's 6 weeks of County Family and Medical Leave Act Extension (CFMLA+). If you are eligible, all three leaves are unpaid but guarantee reinstatement to the same or equivalent position when you return to work. Equivalent position means in terms of benefits, pay, working conditions, and other terms and conditions of employment. For leaves covered by federal or state laws, reinstatement must be guaranteed unless employment would have ended whether you were on leave or not (i.e., layoff, department eliminated).

All three statutes require the County to maintain your health coverage during your leave under the same terms and conditions as if you continued to work. This includes the County continuing to pay the employer portion of your health insurance premiums (medical, dental, vision, life insurance) during your leave as long as you continue to pay your share of the employee insurance premiums. If you are on pay status because you are using accruals, your portion of the premiums will continue to be deducted from your paycheck as usual. If you are taking the leave as unpaid, or exhaust your accruals, you will be responsible for the employee portion of the premiums and will need to make payment arrangements with the Human Resources Employee Benefits Service Division (EBSU) to pay your portion of premiums directly to the County. Before any benefits are cancelled, an Accounting Technician from EBSU will try and contact you to advise of payment due or possible termination of benefits if no payment is made.

You may choose not to retain group health plan coverage during FMLA/CFRA/CFMLA+/PDL leave. When you return to work, you are entitled to be reinstated on the same terms as prior to taking the leave, including family or dependent coverages, without any qualifying period, physical examination, paying of back premiums, exclusion of pre-existing conditions, etc. This only applies if your leave is protected by a statutory leave of absence law (PDL, FMLA, CFMLA+, or CFRA). ***It will be your responsibility*** to contact the Employees' Benefits Department at least 30 days prior to your return and request that your benefits be reinstated upon your return to work. If you do not advise the Benefits Department prior to your return, there may be a lapse in coverage or if you miss the 30-day reinstatement period you may have to wait until open enrollment to enroll in benefits again.

## Leave Provisions Defined

**Pregnancy Disability Leave (PDL)** - is a state law and available to you, regardless of time of employment with the County. PDL can be used when you become disabled due to pregnancy, childbirth, or related medical conditions. PDL provides *up to four months of medically necessary leave* for a pregnant employee who is *certified by their health care provider (HCP)*. The four months (one third of a year equaling 17 1/3 weeks) may be taken during the last few weeks before and after your delivery as well as time off throughout your pregnancy for morning sickness, prenatal visits, or any other childbirth related medical condition. Pregnancy disability leave is unique in that there are no additional eligibility requirements, and it applies to all pregnant employees upon hire, as long as the employee has a qualifying disability. PDL runs concurrently with FMLA (if you are eligible) since both PDL and FMLA cover pregnancy disability.



If you are a part-time employee, you are entitled to take pregnancy disability leave to the same extent as full-time employee. Similarly, there is no minimum length of service requirement to qualify for pregnancy disability leave, so even if you were recently hired you would be eligible to take PDL. If you are a part-time employee your PDL will be prorated based on your fixed schedule. If you are variable employee your PDL would be the average of the hours you were scheduled to work over the previous 4 months. Thus, the total amount of leave available to you will be based on a one-third year measurement of your normal work schedule.

You are considered *disabled* by your pregnancy if, in the opinion of your doctor, you are unable to perform any one or more of the essential functions of your job because of your pregnancy. Around the 36<sup>th</sup> week of pregnancy, most people will experience some level of physical difficulty in performing one or more of the essential functions of their job. Even sitting at a desk for long hours can be strenuous at that point. So, it's common for doctors to find their patients unable to work around **week 36**.

If there are complications, you might be disabled even earlier. The following conditions are commonly considered disabling for these purposes, and may entitle you to begin your pregnancy disability leave early, either on a continuous basis or on an intermittent/reduced schedule:

- Severe morning sickness,
- Prenatal or postnatal care,
- The need for bed rest,
- Gestational diabetes,
- Pregnancy-induced hypertension,
- Preeclampsia,
- Post-partum depression,
- Childbirth
- Loss or end of pregnancy, and
- Recovery from loss or end of pregnancy,

This list of examples is not exhaustive. You may have a different pregnancy or childbirth-related condition that would be considered disabling enough to qualify you for maternity leave.

Most medical leave of absences due to pregnancy start four weeks before an employee's due date. If you would like to work close to or up to your due date you will need to submit a medical certification from your doctor.

It goes without saying that childbirth is a physically strenuous experience. As such, pregnancy-related disabilities will continue past birth. Every person is different, but **six weeks** is a typical post-birth recovery time for a vaginal birth with no complications. If a caesarean section (c-section) or any other form of traditional surgery is necessary, **eight weeks** (or more) of recovery time is typical.

During this recovery time, you are still considered "disabled" by your pregnancy for the purposes of California's Pregnancy Disability Leave (PDL) law—as long as, in the opinion of your doctor, you are unable to perform one or more of the essential functions of your job because of the childbirth.

The **Family Medical Leave Act (FMLA)**, the federal law, and **California Family Rights Act (CFRA)**, the state law, entitle an eligible employee for up to 12 workweeks of leave for qualifying reasons. Baby/Child Bonding leave qualifies under both the FMLA and CFRA, provided that the leave is taken within 12 months of the birth of your child or, in the case of an adoption or foster care placement, within 12 months of the child's placement date with you. Pregnancy disability leave qualifies under both the FMLA and PDL. Your pregnancy disability leave will only be under PDL for the entire leave if you are not eligible for leave under FMLA. Pregnancy disability leave does not qualify under CFRA.

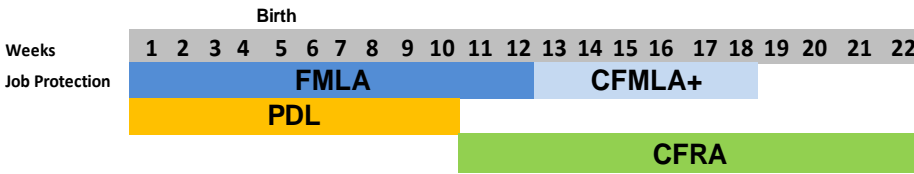
Some County employees may be eligible to extend their leave for an additional 6 workweeks of County FMLA Extension (CFMLA+) with the same FMLA protections for a total of 18 workweeks of protected leave time pursuant to their MOU or County Policy. CFMLA+ would be used consecutively with FMLA. Please refer to your MOU or County Policy for further information.

- ✓ PDL runs concurrently with FMLA/CFMLA+.
- ✓ CFMLA+ runs consecutively with FMLA for 6 weeks.
- ✓ Any remaining FMLA/CFMLA+ runs concurrently with CFRA for baby bonding which begins when PDL ends.
- ✓ An employee may only be eligible for PDL and not FMLA, CFMLA+ or CFRA.



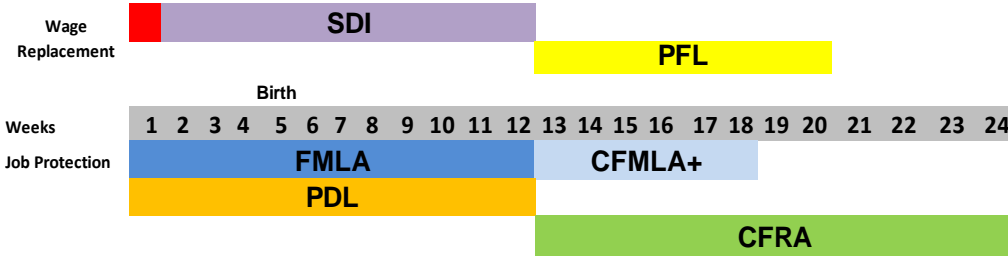
## PDL and Baby Bonding Timeline Examples for the Birthing Parent

Employee takes 4 weeks prior to birth, 6 weeks after for vaginal birth for total of 10 weeks of PDL. Takes 12 weeks of baby bonding

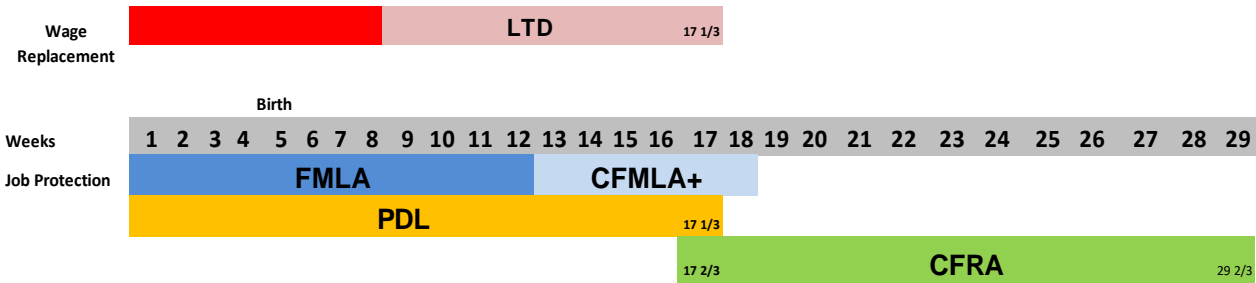


Employee takes 4 weeks prior to birth, 8 weeks after birth for C-section delivery for total of 12 weeks of PDL. Takes 12 weeks of baby bonding  
Entitled to SDI during PDL and 8 weeks of PFL for Baby Bonding.

There is a 7-day, non-payable, waiting period for SDI. There is no waiting period for PFL.



Employee is put on bedrest for 4 weeks prior to birth and uses the remaining 13 1/3 of PDL after birth  
Employee is entitled to LTD after a 60 day waiting period.

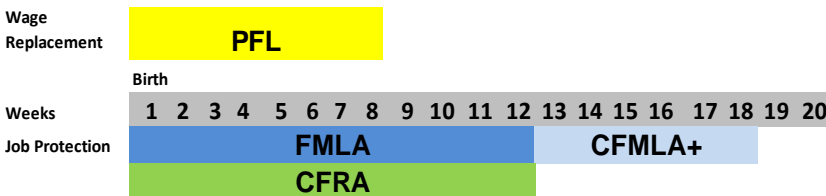


## Baby Bonding Timeline Examples for the Non-Birthing Parent, Adoption, or Foster Care

Employee takes all 12 weeks of FMLA, 12 weeks of CFRA and the additional 6 weeks of CFMLA+ after the birth of their child



Employee takes all 12 weeks of FMLA, 12 weeks of CFRA and the additional 6 weeks of CFMLA+ after the birth of their child  
Employee also takes their 8 weeks of PFL. There is no waiting period for PFL.





# Starting the Leave Process for Pregnancy Disability Leave



## Step One - Requesting Leave

The first step to initiate your leave is to complete and submit the County's "Request for Leave of Absence" form to your department's Leave Personnel. You are required to provide a 30-day advance notice of the need for PDL, FMLA and/or CFRA leave. However, we know babies can sometimes come early, or a pregnant employee may need to go out on leave earlier than expected due to health issues. We might suggest requesting leave 60 days in advance because by giving yourself more time to plan you can work with your Leave Personnel and confirm if you are eligible for SDI or LTD, what leave time is available, as well as verify what accruals are available for you to use during your leave. Requesting leave 60-days in advance will also give you time to work with your department and plan for your extended absence.

## Step Two - Determining Eligibility and Leave Provisions

Pregnancy Disability Leave (PDL) is available to you upon hire and no verification of hours worked is required when you request this protection. If you are also requesting baby bonding your Leave Personnel will need to determine if FMLA/CFMLA+/CFRA is available to you by verifying your eligibility requirements. You must have worked a minimum of 1250 hours of service in the 12 months immediately preceding the start of your FMLA/CFMLA+/CFRA leave (this averages to a little more than 24 hours of work per week in a 12-month period), and you must be employed with the County for 12 months in the past 7 years (does not have to be consecutive). Your past work hours as a county temporary or seasonal employee may be included in the eligibility process.

Once your Leave Personnel has determined which leave(s) you are eligible for and entitled to, they will respond to you with the "Notice of Eligibility and Rights & Responsibilities" form within five business days of receiving your request for leave (response time is ten days if you are only requesting PDL). This notice will advise you of the leaves you may (or may not) be entitled to and inform you of your rights and responsibilities which includes your benefit coverage, right to reinstatement and any certifications that are required to approve your leave of absence.

### **Step Three - Leave Personnel Requests Certification**

Before your Leave Personnel can designate your PDL, FMLA or CFRA, you will be required to provide any necessary certification to support your need for leave. This will be a medical certification from your Health Care Provider that will state the date your pregnancy-related disability commenced, the probable duration of the disability and a statement that, due to such disability, you are unable to perform the function of your position. You may use the County's "Certification of Health Care Provider for Pregnancy Disability Leave, Transfer, and/or Reasonable Accommodation" form or a form provided by your doctor as long as it has the necessary information to determine your PDL timeframe.

If your Leave Personnel has any questions regarding your PDL medical certification due to insufficient or incomplete information, they will advise you in writing what your HCP need to correct or provide and give you seven calendar days to return the correct medical certification to them.

If you are also eligible for FMLA/CFRA for baby bonding, you do not need to submit a medical certification but you will need to provide your Leave Personnel with reasonable documentation or statement (i.e., birth certificate, social security card, hospital statement) that establishes the relationship and states the date of birth of your newborn (we will use this as your one year timeline to complete your baby bonding). Baby Bonding begins when PDL ends, and reasonable certification for baby bonding should be submitted within 30 days of birth.

### **Step Four - Leave is Designated as PDL, FMLA and/or CFRA**

Once your Leave Personnel has all the necessary, completed information for your pregnancy leave and, if eligible, your baby bonding leave they have 5 business days from determination to send you a Designation Notice. If you only qualify for PDL, you will be sent the "Employee Letter - PDL Only" notice and if you qualify for PDL and FMLA/CFRA for baby bonding you will be sent the "FMLA, CFRA, PDL Designation Notice". Both of these Notices state if your leave have been approved or denied, benefit protections during your leave, reinstatement rights and the duration of your leave including your return-to-work date.



# Accommodation(s) During & After Pregnancy



Accommodations may be necessary during and after your pregnancy. If you have a note from your HCP listing physical restrictions, please submit this information to your department's Leave Personnel. If you are a transgender employee who has a pregnancy disability, you are entitled to all the same right and accommodations afforded to any other employee with pregnancy-related conditions.

You may need to transfer to a less strenuous or hazardous position for the duration of your pregnancy upon request or advice of your physician. Your department may be able to accommodate your restrictions and/or request an interactive under PDL. Your request must be based on the advice of your health care provider and the requested accommodation must be reasonable. You may use the "Certification of Health Care Provider for Pregnancy Disability Leave, Transfer, and/or Reasonable Accommodation" to submit your request. This form can be found on the County website: <https://www.contracosta.ca.gov/DocumentCenter/View/52293/CCC-CertificationofHealthCareProviderforPregnancyDisabilityLeaveTransferAndOrReasonableAccPDF?bidId=>

Reasonable accommodation may include, but is not limited to:

- Modifying work practices or policies
- Modifying work duties
- Modifying lifting requirements
- Modifying work schedules to permit earlier or later hours
- Permitting more frequent breaks
- Providing furniture such as a stool or chair

A request for reasonable accommodation does not impact or reduce your right to up to four months of pregnancy disability leave unless the accommodation involves a reduction in work hours or intermittent leave. If the accommodation is a reduction in your work hours or intermittent leave, the time missed is considered pregnancy disability leave, and may be deducted from your PDL leave provision. Intermittent leave is leave that is taken in small increments that can be in hours, days, weeks, or months.

Please know you will be required to let your department know of any changes regarding your physical restrictions. You will need to submit a new medical certification if changes occur.

## Baby's Due Date



We know one cannot truly predict a baby's birthdate since they arrive when they're ready. If your baby arrives early or your due date changes, please don't stress! You will still be protected by PDL and if eligible, FMLA/CFMLA+. If you are working and receive a new due date, you will need to resubmit an updated PDL medical certification stating the new estimated due date and when you will be starting your pregnancy disability leave. You will need to submit a verification of birth along with updated pregnancy disability leave dates if baby arrives early or late. This information would need to be submitted as soon as possible and practical to your Leave Personnel. Once they receive your documents, they will update your PDL and/or FMLA notice to reflect the changes and send you a confirmation PDL Letter (if you are only eligible for PDL), or a Designation Notice (if you are also eligible for FMLA/CFMLA+).

## Additional PDL Time



You might be wondering how your leave will be affected if you experience extended disability due to a pregnancy related issue after the baby arrives. For example, there are times employees return to work after a normal pregnancy followed by their baby bonding time and are later diagnosed with post-partum depression. In this case, you would still be considered disabled due to pregnancy and can go back out on leave. If you previously used 10 weeks of your PDL entitlement, you could use your remaining PDL entitlement to cover the time needed to treat your post-partum depression. You will need to submit a new medical certification to your Leave Personnel from your health care provider (HCP) if you need additional time off beyond the 6-8 weeks post birth that was originally requested. If you previously exhausted your PDL, your Leave Personnel would look at other leaves available to you including American with Disabilities Act (ADA).

# Baby Bonding-Birthing Parent

Baby bonding begins when PDL ends. Many wonder how much time they can take for bonding once their HCP releases them from PDL. Taking baby bonding leave will depend on if you are eligible for FMLA, CFMLA+ and/or CFRA. If you are eligible, then the answer is 12 weeks under CFRA, along with any remaining FMLA and/or CFMLA+ time which will run concurrently with CFRA.



If you are not eligible for FMLA/CFMLA+, or CFRA you may refer to your department personnel to see if you are eligible for non-statutory leave per your MOU or county policy, otherwise you will be expected to return to work once you are released from pregnancy disability. You may also meet the eligibility requirements for FMLA/CFMLA+, and CFRA while you are out on your leave or after you return from your PDL. You would then have until your baby's first birthday to use any available, qualified time under FMLA, CFMLA+ and/or CFRA.

Baby Bonding can be taken continuously or intermittently. If only using CFRA for intermittent baby bonding or CFRA and FMLA/CFMLA+ running concurrently, it must be taken in 2 week increments or more. You are allowed to take baby/child bonding leave of less than two weeks' duration on any two occasions. However, your department may grant leave of less than 2 weeks on more than 2 occasions, but the department is not required to do so. If you are only using FMLA and/or CFMLA+ for intermittent baby bonding, it will be up to your department to agree to an intermittent schedule.

**For FMLA only**, when both parents work for the County, they must split their 12/18 weeks of FMLA/CFMLA+ for baby bonding time. This rule will not apply if you are using CFRA concurrently with FMLA for baby bonding and/or you and your partner are not married.

## Recap of Necessary Documents for PDL/FMLA/CFMLA+/CFRA Leave

You will need to submit the following documents:

1. The County's "Request for Leave of Absence" form  
[https://www.contracosta.ca.gov/DocumentCenter/View/55729/CCC-Request-for-Leave-of-Absence\\_01Jan2023-PDF?bidId=](https://www.contracosta.ca.gov/DocumentCenter/View/55729/CCC-Request-for-Leave-of-Absence_01Jan2023-PDF?bidId=)
2. Completed Pregnancy Disability Medical Certification or note from your HCP and/or the county's "Pregnancy Transfer or Reasonable Accommodation" certification.  
<https://www.contracosta.ca.gov/DocumentCenter/View/52293/CCC-CertificationofHealthCareProviderforPregnancyDisabilityLeaveTransferAndOrReasonableAccPDF?bidId=>
3. Verification of Birth (not a medical certification) *after* baby arrives

## Baby Bonding-Non-Birthing Parent (Birth of baby, child placement foster/adoption)

If you are a non-birthing parent with a newborn, or recently had a child placed with you through adopted or foster care, you may be eligible for FMLA, CFMLA+ and CFRA for your baby/child bonding leave. The eligibility requirements for baby/child bonding are the same as the birthing parent; you will need to have worked at least 12 months for the County in the past 7 years and you must have worked at least 1,250 hours during the 12 months immediately preceding the start of the FMLA/CFRA leave.



To start the bonding process, you will need to submit a “Request for Leave of Absence” form to your Leave Personnel. If you are eligible for baby bonding, you will be protected under FMLA and CFRA for up to 12 workweeks for baby/child bonding. If you are eligible for the additional 6 weeks of protected time under CFMLA+, then you will have a total of 18 workweeks for baby/child bonding. FMLA/CFMLA+ would run concurrently with CFRA.

You may choose to use FMLA/CFRA and CFMLA+ continuously or intermittently. If you choose intermittent bonding, you can spread your time over a 12-month period. You will need to use your bonding time before baby’s first birthday or 1 year from the adoption or foster care placement date. Any unused time will expire at this time and will no longer be available to use for baby bonding. The same guidelines for the birthing parent also apply to the non-birthing parent regarding the breakdown of intermittent use under CFRA (see intermittent baby bonding for the birthing parent).



If you are adopting or fostering a child, you may take FMLA/CFRA leave before the actual placement or adoption of your child if absence from work is required for the placement for adoption or foster care to proceed. (i.e., counseling sessions, court appearance, consulting attorney or doctor(s) representing the birth parent, physical examination, or travel to another country to complete an adoption.) You will just need to submit an official statement of the request needed for your time off with your Request for Leave of Absence form (i.e., court document, adoption/foster care agency pre-placement activities documents).

**For FMLA only**, when both parents work for the County, they must split their 12/18 weeks of FMLA/CFMLA+ for baby bonding time. This rule will not apply if you are using CFRA concurrently with FMLA for baby bonding and/or you and your partner are not married.



If you are not eligible for FMLA/CFMLA+ and/or CFRA, you may request leave through your department's normal procedures for a non-statutory leave of absence (refer to your MOU or County Policy). You also may not qualify for FMLA, CFMLA+ or CFRA now but you could qualify before your child's first birthday or before the 1 year adoption or foster care placement date expires.

You will need to submit the following documents to your Leave Personnel to start the bonding process - no medical certification is needed for baby/child bonding:

1. Request for Leave of Absence form  
[https://www.contracosta.ca.gov/DocumentCenter/View/55729/CCC-Request-for-Leave-of-Absence\\_01Jan2023-PDF?bidId=](https://www.contracosta.ca.gov/DocumentCenter/View/55729/CCC-Request-for-Leave-of-Absence_01Jan2023-PDF?bidId=)
2. Submit one of the following:
  - a. Verification of birth (birth of baby)
  - b. Foster care/adoption placement letter
  - c. Adoption court documents
3. Adoption/foster care agency documents for pre-placement activities (if applicable)





## Income While on Protected Leave



While your protected leave (PDL, FMLA, CFMLA+ and CFRA) is unpaid, you may be eligible to use available accruals and you may be eligible for partial wage protection benefits through State Disability Insurance (SDI), Paid Family Leave (PFL) and/or Long-Term Disability (LTD) through the County. (See chart below to see what wage protection benefits you may be eligible for.)

**State Disability Insurance (SDI)**- California's Employment Development Department (EDD) administers the State Disability Insurance (SDI) program that provides partial wage replacement benefits for employees who are temporary unable to work, including time the employee is off work due to being disabled by pregnancy and/or childbirth. Eligibility is determined by EDD and not the County, and you can file online or download an application through the EDD website. Do not submit an application before your first day of disability or EDD will reject it for filing too early. (You can create your profile ahead of time but do not submit anything until your first day of disability.) There is a seven-day waiting period before your SDI benefits will begin. You also have 49 days from the start of your disability to file for SDI or risk losing your SDI benefits. Your SDI wage replacement benefits will range from approximately 60-70% depending on your earned wages and will run concurrently with your PDL and, if eligible, FMLA/CFMLA+. Employees eligible for SDI are required to apply for benefits per state law, MOUs and County Policy. If you are eligible for SDI benefits, you are required to participate in the County's Integration Program per your MOU or County policy. You will use your sick leave accruals to integrate with your SDI benefits to the extent the total of SDI Benefit payments and sick leave accruals do not exceed your base monthly salary. If you do not have sick leave accruals available to use or exhaust your sick leave accruals during your pregnancy leave, the SDI Integration Program will end and it will be at your discretion to use other accruals available to you for the remainder of your PDL leave or continue to only receive your SDI benefit and go Absent Without Pay (AWOP) for the missing 30%-40% of your monthly pay. Your SDI benefits will terminate when your HCP releases you from your PDL.

**Paid Family Leave (PFL)** - Like SDI, PFL is administered by EDD and pays a partial wage replacement benefit, PFL is available if you need to care for a qualified family member with a serious health condition or for baby/child bonding with your newborn child or a child placed with you for adoption or foster care.

Paid Family Leave is available for 8 weeks in a 12-month period and pays the same benefit as SDI (approximately 60%-70% of your earned wages). Unlike SDI, PFL has no waiting period and no Integration Program with sick leave accruals. It is at your discretion to use any available accruals to integrate with your PFL benefits to the extent the total of PFL Benefit payments and accruals do not exceed your base monthly salary. Paid Family Leave can be taken continuously or intermittently. You cannot file your claim prior to your first day of family leave or EDD will reject your claim for filing too early but a claim must be filed no later than 41 days after you begin your family leave or risk losing your PFL benefits.

## Additional SDI and PFL Information

Both SDI and PFL receive funding through employee payroll deductions and are not funded by the County. SDI and PFL are not leave of absences but partial wage protection benefits and have no job protection rights unless used concurrently with laws that do offer protections (PDL, FMLA, CFMLA+, CFRA). Benefit amounts are determined by the State and not the County. Work with your payroll clerk to avoid overpayment. If you are currently getting an advance on your check, you will have to stop the advance while receiving SDI/PFL benefits (you can do this yourself through PeopleSoft). Refer to the SDI/PFL Fact Sheet on the County website for instructions on how fill out your application to avoid delays in payment.

In order to receive SDI and/or PFL wage replacement benefits you must have had 5-6 months of SDI/PFL payroll deductions before you can claim any benefits. However, even if you have not been employed long enough with the County to meet the payroll deductions obligations, or do not have SDI/PFL offered to you through the County, you may qualify through your previous employer if SDI deductions were taken. EDD bases your wage protection benefit based on your highest earned wage quarter in the past 12 month. You would need to apply for your benefits through EDD to determine your eligibility.

To apply for SDI/PFL benefits online go to: <https://edd.ca.gov/disability>

**\*Fun Fact-** If you apply for SDI during Pregnancy Disability Leave (PDL) EDD will automatically send you notification about starting your PFL benefits. <https://edd.ca.gov/en/disability/paid-family-leave/mothers/>

**Long Term Disability (LTD)-** If you do not have SDI benefits, then you most likely have LTD available to you (there are a few employees who have both LTD and SDI available to them). LTD does cover pregnancy disability, however, there is a 60-day waiting period before benefits can begin. This means you may only have coverage for the last 2-4 weeks of your PDL, longer if you experience complications. The benefit amount is 85% of your monthly salary and will begin on your 61<sup>st</sup> day of disability. During the waiting period you may be required to use accruals. If you return to work anytime during your 60-day waiting period and then go back out on LTD again, it will restart your waiting period. 85% is the maximum wage replacement amount you can receive on LTD; you cannot use accruals to make up your missing 15%. The LTD is administered by County and you must apply within 90 days of your disability or risk losing your LTD benefits. To request an application, you will need to contact the Benefits department at (925) 655-2100 to start the process.

For more information on Long Term Disability or download a copy of the LTD Handbook go the County website: <https://www.contracosta.ca.gov/3375/Long-Term-Disability>

## Both SDI and LTD

If you are an employee who may be eligible for both SDI and LTD, the information provided above would apply. The only difference would be during the LTD waiting period where you may be required to use accruals. During this period, you may use your SDI benefit and integrate your sick leave accruals, or if sick leave accruals are exhausted you would be required to use any other accruals to integrate with your SDI benefits. On your 61<sup>st</sup> day of disability, you may begin your LTD benefits or remain on SDI, however, you should file a LTD application within your 90 day filing period (you do not have to activate right away) in case you switch plans at a later date. Remember to coordinate your benefits with your payroll clerk to avoid overpayment and also contact EDD to advise them you will no longer require SDI benefits.

## Accruals

Aside from being eligible for a wage replacement benefit through SDI, PFL, or LTD, the other option to get paid during PDL, FMLA, CFMLA+, or CRFA is to use your available accruals. The protected leave of absences are all unpaid and do not offer any type of wage replacement benefit. You can refer to “Leave Without Pay - Use of Accruals” in the “Leave of Absence” Section of your MOU or County Policy for more information.

## Long and Short Term Disability Plans Offered through the County

*Unions may offer their members separate disability plans*

<b>Union/Unrepresented</b>	<b>SDI/PFL</b>	<b>LTD</b>
AFSCME 512 ( <i>*except Engineering Technicians are not eligible for LTD</i> )	X	X*
AFSCME Local 2700	X	N/A
AFSCME Local One Site Supervisors	X	N/A
AFSCME Local One	X	N/A
I - California Nurses Association	X	N/A
DA - Defenders' Association ( <i>*Attorneys are only eligible for LTD, Investigators are only eligible for SDI/PFL, Deputy Public Defenders are not eligible for either SDI/PFL or LTD</i> )	X*	X*
DAIA - District Attorneys Investigators' Association	N/A	N/A
DDAA - Deputy District Attorney Association ( <i>*except Fixed Term Deputy District Attorneys are not eligible for LTD</i> )	N/A	X*
DSA - Deputy Sheriff's Association, Mgmt. Unit	N/A	X
DSA - Deputy Sheriff's Association, Rank & File	N/A	N/A
DSA - Deputy Sheriff's Association, Probation and Probation Supervisors Unit ( <i>only Probation Supervisor Unit is eligible for LTD</i> )		X*
IAFF Local 1230	N/A	N/A
IFPTE Local 21	X	N/A
PDOCC	X	X
SEIU Local 1021 Rank & File	X	N/A
SEIU Local 1021 Service Line Supervisors Unit	X	X
Teamsters	X	N/A
UCOA	N/A	X
WCR	X	N/A
Unrepresented ( <i>*Bargaining Units D8, FS, FW, FX, F8 are not eligible for LTD</i> )	N/A	X*

# Preparing and Planning Your Return to Work

Returning to work can be a hard transition so make sure you give yourself plenty of time to prepare. We are here to provide support since there is much to consider. Your return-to-work date was specified on your Designation Notice and the date was based on your medical certification provided by your health care provider and/or requested time off for baby/child bonding.

If you were on leave for PDL, you will also need to provide your Leave Personnel with a “Return to Work Release” form from your health care provider releasing you to full duty or modified duty with proposed accommodations listed. There is no “Return to Work Release” form needed for baby/child bonding.

If you are unable to return to work by your agreed upon date that was specified on your Designation Notice you must contact your Leave Personnel prior to your return-to-work date and a new medical certification must be submitted. Your Leave Personnel’s name and contact information is listed on your Designation Notice. The time may not be considered protected if you do not contact your Leave Personnel or your extended leave is not related to a medical condition.

If you want to return to work earlier than the date agreed upon on your Designation Notice you must submit your request to your Leave Personnel at least 2 days prior to your new anticipated return date. If you are requesting an earlier return date from PDL, you will also need to submit a “Return to Work Release” form from your HCP releasing you to work earlier than anticipated.

If you still have remaining FMLA/CFMLA+/and/or CFRA (baby/child bonding time) time that you are reserving for future use, please make sure you submit a new “Request for Leave of Absence” form at least 30 day prior to your start of leave. The time requested should be within your 12-month period to utilize baby/child bonding meaning before your child’s first birthday, or 12 months from adoption or foster care placement.



# Lactation Accommodation

Contra Costa County supports the legal right of employees to choose to express breast milk in the workplace and will not discriminate or retaliate against employees who exercise this right. The County has the legal responsibility to accommodate employees who wish to express breast milk while at work.



If you need to express milk, your department is required to provide you with a space in close proximity to your work area that is shielded from view and free from intrusion while you are lactating. If your break or lunch break does not run concurrently with the time needed to express milk, or additional time is necessary, the lactation accommodation will be extended, and you will not be required to utilize leave accruals.

Additionally, departments must provide you a use of a room or location other than a bathroom and it must be safe, clean, have a place to sit, have access to electricity, a surface to place a breast pump, access to a sink with running water and a refrigerator suitable for storing milk (or other cooling devices) in close proximity to your workplace.

You should have received a Lactation Accommodation Form prior to going out on pregnancy disability leave. If you did not receive this information, you can find the County's Lactation Accommodation Policy and the application on the Intranet or you can request copies from your Leave Personnel (the application is also available on the County website). Please complete and submit the Lactation Accommodation Form to your department's ADA Coordinator at least one day prior to your return to work.

For the complete County policy on Lactation Accommodation please refer to Personnel Administrative Bulletin 437 on the Intranet.

<https://www.insidecontracosta.org/DocumentCenter/View/4443/Lactation-Admin-Bulletin?bidId=>

**Intranet Lactation Request form:**

<https://www.insidecontracosta.org/DocumentCenter/View/4539/Lactation-Accomodation-Request-Form-01-20?bidId=>

**County website Lactation Request form:**

<https://www.contracosta.ca.gov/DocumentCenter/View/77730/CCC-Lactation-Accommodation-Request-PDF?bidId=>

## Don't Forget to Enroll Your Child to Your Benefits!



Your health care benefits, including any dependents on your plan(s) prior to your leave, will be maintained while on a protected leave for pregnancy disability leave and/or baby bonding through payroll deductions, paying the County directly or if you let your coverage lapse during your leave you can have your benefits reinstated upon your return. However, if you want to add your newborn or adopted child to your coverage you must do this within 30 days of birth or adoption placement! If you wait beyond the 30 days, you will have to wait for open enrollment that usually takes place in October and/or November.

During the 30-day period, you may also enroll yourself and other eligible family members in health plans (if not enrolled), change health plans, or enroll or increase your coverage in Supplemental life.

You can add your child to your benefits by going to the Self-Service tab in PeopleSoft, choose the Benefits tile, and click the "Life and Benefit Events" link and uploading the Birth Certificate or Birth Announcement. For questions or issues please contact the Employee Benefit Division at 925-655-2100 to speak to an Actives Team Member.





# Think Ahead for Daycare!

Thinking ahead and planning future childcare can be beneficial. It can bring peace of mind knowing your child will be cared for when you return to work. Many enlist the support of loving family members or investigate daycare options. If you are considering daycare, please know that your child may need to be placed on a waitlist prior to enrollment. Some daycare waitlists can be as long as 6 months to 2 years.



## Dependent Care Assistance Program (DCAP)

### DCAP Overview



To help make childcare more affordable, permanent employees may enroll in the Dependent Care Assistance Program (DCAP). In accordance with section 129 of the Internal Revenue Code, this benefit option allows employees to set aside pre-tax dollars to pay for eligible dependent expenses.

These deductions are not subject to State, Federal, or Social Security, and Medicare (FICA) taxes. Participants are then able to be reimbursed on an ongoing basis rather than wait to file with their annual tax filings each year.

The 2023 maximum annual contribution amount allowed by the IRS is \$5,000 per household.

The County works with a third-party vendor, Navia, to administer the DCAP. During your open enrollment estimate your expenses for the plan year and enroll in the plan. Your annual election amount will be evenly deducted pre-tax from your paycheck through the plan year. You cannot change your annual election amount after the plan start unless you have a qualified change in status (i.e., birth, death, marriage, or divorce). For more information refer to DCAP page on the County's website that includes a Navia Enrollment Kit and DCAP Expense Estimation Worksheet.

DCAP: <https://www.contracosta.ca.gov/1353/Dependent-Care-Assistance-Program>

**IMPORTANT:** You must **re-enroll** in your **Flexible Spending Accounts** (DCAP) every year. If you do not **re-enroll** during the annual benefits Open Enrollment period, your FSA participation will end on December 31<sup>st</sup>. You also must use your benefit during the plan year or you will forfeit your contribution, any balance does not roll over to the next year.



# Employee Assistance Program

No matter where you are on your journey, through good times and difficult times, there are times when you may need a little extra help or guidance. The Employee Assistance Program (EAP) provides you and your family a variety of resources, tools, and services to help make your life a little easier. EAP is offered at no cost to you and your family members. It is completely confidential, and services are provided by a third-party administrator and is available 24 hours a day, 7 days a week, 365 days a year.

## **Confidential Telephonic Consultation**

Parenting

Professional Growth

Aging

Healthy Living

Work-life balance

Communication

Stress and anxiety

Legal and financial coaching

Referrals to local professional for face-to-face session

## **EAP Website Resources and Referrals**

Provider search

Child & Elder care locators

Health & Wellness information

Podcasts & Webinar recordings

Tools and Calculators

Self-Assessments

Community Resources

Web-based confidential care

<https://www.contracosta.ca.gov/1359/Employee-Assistance-Program>



# FREQUENTLY ASKED QUESTIONS



## **Is pregnancy disability leave unpaid?**

Yes, PDL is an unpaid leave of absence. You may be eligible for SDI (through the state), LTD (through the county) or use any available accruals. (pg.14)

## **Can I apply for EDD benefits (SDI/PFL) and not use accruals?**

When you apply for SDI during PDL your sick leave accruals will be integrated into your SDI benefits. In the event you run out of sick leave you may use other accruals or AWOP. When you apply for PFL it will be at your discretion to use available accruals or AWOP. (pg. 14)

## **How much will I receive from EDD when I apply for wage replacement benefits (SDI/PFL)?**

The county does not play a part regarding the amount of pay you will receive from EDD. EDD will conduct an audit and go back 1 year to determine the amount you will receive while on disability. EDD will pay approximately 60%-70% of your earned monthly wages.

[https://edd.ca.gov/en/disability/Calculating\\_DI\\_Benefit\\_Payment\\_Amounts](https://edd.ca.gov/en/disability/Calculating_DI_Benefit_Payment_Amounts)

## **When can I apply for SDI?**

You can apply for SDI benefits as early as your first day of leave. If you apply sooner your claim will be denied. You have up to 49 days to apply for SDI.

## **When do I apply for PFL?**

When you apply for SDI due to PDL the state will automatically send you a notice for PFL once your SDI has ended. If you apply for PFL as a non-birthing parent, you can apply as early as when the baby arrives.

## **My PDL was extended, will I still receive SDI benefits if my disability goes beyond 10-12 weeks?**

Yes, you will continue to receive SDI benefits for as long as your HCP has you on pregnancy disability leave up to 52 weeks for SDI benefits. However, your protected time under PDL will be a maximum of 17 1/3 weeks.

## **How long will I receive PFL benefits?**

Paid Family Leave benefits is available for 8 weeks in a 12-month period. (pg.14)

## **Can I use PFL benefits intermittently?**

Yes, EDD allows PFL benefits to be used intermittently. You will need to refer to the EDD website and follow their instructions on how to apply for intermittent benefits.

<https://edd.ca.gov/en/disability/faqs-part-time-intermittent-reduced-work-schedule/>

## **What accruals can I use while on PDL leave?**

If you are eligible for SDI, you are required to participate in the County's SDI Integration Program and use your sick leave accruals to integrate with your SDI benefits. In the event you are not eligible for SDI, or you have exhausted your sick accruals you may use other available accruals or AWOP. If you apply for LTD you must use accruals for the 60-day waiting period. (pg.14)

**What accruals can I use while on FMLA/CFRA baby bonding leave?**

You can use any accruals that have been earned and are available to you (i.e., sick, vacation, PTO, admin, comp, etc.). You also may be eligible for Paid Family Leave through EDD. (pg.16)

**Who is responsible for turning in my timesheet while I'm on leave?**

You will need to confer with your direct supervisor/manager and follow any departmental leave policies in place regarding your timesheet.

**How will my benefits be paid while I'm on pregnancy disability leave?**

The County is required to maintain your health coverage during your PDL under the same terms and conditions as if you continued to work. The County will continue to pay the employer portion of your health insurance premiums as long as you continue to pay the employee share of health insurance premiums. The premiums will be a payroll deduction if you are using accruals during your PDL or if you are taking unpaid leave or have exhausted your accruals you will be responsible for paying the County directly for your share of premiums. Payment arrangements can be made by contacting the HR Employee Service Division and speaking with an Accounting Technician (925) 655-2100.

**Before baby arrives can I stop working when I feel the need to?**

Yes, however you will need to submit a pregnancy disability medical certification from your HCP which clearly state the start and end date of your PDL. The HCP ultimately decides when you will be disabled by pregnancy. (pg.8)

**How much time can I take when I go out on pregnancy disability leave?**

PDL is available upon hire and provides *up to four months of medically necessary leave* for a pregnant employee who is *certified by their health care provider (HCP)*. The four months (one third of a year equaling 17 1/3 weeks) may be taken during the last few weeks before and after your delivery as well as time off throughout your pregnancy. PDL protections will be pro-rated if you work a part-time schedule or if you are variable employee your PDL protections would be the average of the hours you were scheduled to work over the previous 12 months. (pg.6)

**I am not eligible for FMLA/CFMLA+/CFRA baby/child bonding, may I take bonding time when I become eligible?**

Yes, you may take FMLA/CFMLA+/CFRA baby bonding when you become eligible, however, you still must use your time before your child's first birthday or within 12-months of the placement date for adoption or foster care. In some cases, based on the expiration date for baby/child bonding may result in a shorter baby/child bonding leave. Please contact your Leave Personnel to obtain information regarding your eligibility status. (pg.11)

**What are the requirements to be eligible for FMLA/CFMLA+/CFRA baby bonding?**

One must have 12 months of employment with the County in the past 7 years plus have worked at least 1250 service hours during the 12 months immediately preceding the start of the FMLA/CFMLA+/CFRA leave. (pg.2)

**Can I refrain from using my 4 weeks of pregnancy disability leave (PDL) before the baby arrives and use it for bonding?**

No, you cannot apply your 4 weeks of PDL to your baby bonding time. PDL is solely for the purpose of protecting your job while off work due to a disability related to pregnancy and cannot be used for baby bonding.

**May I use my FMLA/CFRA baby bonding time intermittently?**

You may use bonding intermittently however, if only using FMLA for baby bonding, you will need the approval of your department if you request intermittent leave or reduced work schedule. If you are using CFRA or CFRA and FMLA running concurrently, bonding leave of less than two weeks' duration must be granted on any two occasions, otherwise, leave must be taken in at least two week increments or more. However, your department can agree to grant you leave of less than two weeks on more than two occasions. (pg.11)

**Per the adoption process I need to travel to pick up my baby/child. Are my travel dates protected by FMLA/CFRA?**

Yes, you may take FMLA/CFRA leave before the actual placement or adoption of your child if absence from work is required for the placement for adoption or foster care to proceed. (i.e., counseling sessions, court appearance, or travel to another country to complete an adoption.) You will need to submit an official statement of the time needed with your request for leave of absence form. (pg.12)

**My doctor placed me on restricted duty due to my pregnancy, what's my next step?**

Submit your HCP's medical certification stating your restricted duty information to your Leave Personnel. They will confer with your direct supervisor about possible accommodations for your restrictions. Please contact your Leave Personnel for further instructions and/or guidance. (pg.9)

**When do I inform my department of my pregnancy?**

You are required to give at least 30 days' notice prior to the start of your pregnancy leave. However, there may be times prior to the birth that you miss work due to your pregnancy disability. This could be due to doctor's appointments, treatments, morning sickness, reduced work schedule, or bedrest. So, as soon as you miss any time from work due to your pregnancy disability you will need to submit your request for PDL to your Leave Personnel. All non-work hours due to your pregnancy disability leave will go against your 17.3 weeks of PDL entitlement. (pg.7)

**Should I wait until I get close to my due date to turn in my paperwork?**

You can start the process with your Leave Personnel at any time but no later than 30 days prior to your first day of leave. You will be given the Notice of Eligibility of Rights and Responsibilities & required documents once we are informed you will be off work for pregnancy disability leave. (pg.7)

**My PDL leave has ended, and I am not eligible for FMLA/CFRA baby bonding leave, do I need to submit a release to return to work?**

Yes, you will need to provide a note to your Leave Personnel releasing you to return to work with or without restrictions prior to your first day back.

**My FMLA/CFRA baby bonding leave has ended, do I need to submit a release to return to work?**

No, you do not need to submit a release to return to work if you were out on baby/child bonding leave. However, if your return-to-work date has changed from your original designation, please notify your Leave Personnel prior to your return.

**I've returned to work, am I allowed to take time to express milk?**

Yes, please complete and return the Lactation Accommodation Request Form and submit it to your department's ADA Coordinator. (pg.18)

**Can I remain on leave once I exhaust my PDL/FMLA/CFRA protections?**

You required to return to work after exhausting your leave protections. If additional time is needed, please contact your Leave Personnel in the event you are unable to return to work due to medical necessities. (pg.17)

# PDL /Baby Bonding Leave Checklist



1.  Contact Leave Personnel
2.  Complete Request for Leave of Absence Form and submit to your Leave Personnel
3.  Create SDI **PROFILE** if eligible (do not submit application prior to leave date)  
<https://edd.ca.gov/en/BPO/>
4.  Received Notice of Eligibility Rights and Responsibilities
5.  Submit documentation with PDL & estimated delivery dates, (prior to first day of leave)
6.  If PDL time frame with estimated delivery date has changed re-submit to Leave Personnel (if applicable)
7.  Received Designation Notice
8.  First day of leave submit SDI application to EDD (if applicable)
9.  Apply for LTD but no later than 90 days (if applicable)
10.  Submit updated PDL *if* disability is extended by HCP
11.  Add your child to your benefits within 30 days of birth
12.  Notify Leave Personnel and supervisor of return to work if returning earlier than original designated date from child/baby bonding
13.  Obtain and submit Return to Work Release form (if returning from PDL)
14.  Contact the benefits department within 30 days of your return to reinstate your benefits (if applicable)
15.  Complete and submit Lactation Accommodation form to your departments ADA Coordinator at least 2 days before your return (if applicable)
16.  \_\_\_\_\_

## Baby Bonding Checklist, Non-Birthing Parent

1.  Contact Leave Personnel
2.  Complete and submit Request for Leave of Absence form to your Leave Personnel
3.  Create PFL profile - do not submit application prior to leave date (if applicable)
4.  Received Notice of Eligibility Rights and Responsibilities
5.  Received Designation Notice
6.  Apply for PFL Benefits on first day of leave
7.  Add your child to your benefits within 30 days of birth or adoption
8.  Contact the benefits department within 30 days to reinstate your benefits (if applicable)
9.  \_\_\_\_\_

# GLOSSARY of TERMS

## PROTECTION TERMS

**FMLA** - Family Medical Leave Act

**CFMLA+** - County medical leave act extension (6 weeks of additional leave)

**CFRA**- California Family Rights Act

**PDL**- Pregnancy Disability Leave

**ADA**- Americans with Disabilities Act

**IPM**- Interactive Process Meeting

## LEAVE Of ABSENCE TERMS

**LOA**- Leave of Absence

**LDW**- Last Day Worked

**RTW**- Return to Work

**Intermittent Leave**- Irregular Intervals

**Continuous Leave**- Unbroken without interruption

## PAYROLL TERMS

**PTO**- Personal Time Off

**RDO**- Regular Day Off

**AWOL**- Absent Without Leave

**AWOP** - Absent Without Pay

**SDI**- State Disability Insurance

**PFL**- Paid Family Leave

**LTD**- Long Term Disability

**EDD**- Employment Development Department

## MEDICALLY RELATED TERMS

**PCP**- Primary Care Physician

**HCP**- Health Care Provider

**SHC**- Serious Health Condition

**EDD**- Estimated Delivery Date

**ADL**- Activities of Daily Living

# Helpful Links

**Request for Leave of Absence Form:**

**Intranet-** [https://www.contracosta.ca.gov/DocumentCenter/View/55729/CCC-Request-for-Leave-of-Absence\\_01Jan2023-PDF?bidId=](https://www.contracosta.ca.gov/DocumentCenter/View/55729/CCC-Request-for-Leave-of-Absence_01Jan2023-PDF?bidId=)

**Website-** [https://www.contracosta.ca.gov/DocumentCenter/View/55729/CCC-Request-for-Leave-of-Absence\\_01Jan2023-PDF?bidId=](https://www.contracosta.ca.gov/DocumentCenter/View/55729/CCC-Request-for-Leave-of-Absence_01Jan2023-PDF?bidId=)

**Certification of health Care Provider-Employee's or Family Member's Serious Health Condition:**

**Intranet-** <https://www.contracosta.ca.gov/DocumentCenter/View/52293/CCC-CertificationofHealthCareProviderforPregnancyDisabilityLeaveTransferAndOrReasonableAccPDF?bidId=>

**Website-** <https://www.contracosta.ca.gov/DocumentCenter/View/52293/CCC-CertificationofHealthCareProviderforPregnancyDisabilityLeaveTransferAndOrReasonableAccPDF?bidId=>

**Register for EDD benefits:**

[https://portal.edd.ca.gov/WebApp/Login?resource\\_url=https%3A%2F%2Fportal.edd.ca.gov%2FWebApp%2FHome](https://portal.edd.ca.gov/WebApp/Login?resource_url=https%3A%2F%2Fportal.edd.ca.gov%2FWebApp%2FHome)  
<https://portal.edd.ca.gov/WebApp/Registration>

**How to File a Disability Insurance Claim in SDI online:**

[https://edd.ca.gov/en/disability/how\\_to\\_file\\_a\\_di\\_claim\\_in\\_sdi\\_online/](https://edd.ca.gov/en/disability/how_to_file_a_di_claim_in_sdi_online/)

**Apply for EDD/PFL benefits:**

<https://edd.ca.gov/en/disability/paid-family-leave/>

**Long Term Disability:**

<https://www.contracosta.ca.gov/3375/Long-Term-Disability>

**Lactation Accommodation Request Form:**

**Intranet-** <https://www.contracosta.ca.gov/DocumentCenter/View/77730/CCC-Lactation-Accommodation-Request-PDF?bidId=>

**Website-** <https://www.contracosta.ca.gov/DocumentCenter/View/77730/CCC-Lactation-Accommodation-Request-PDF?bidId=>

**Dependent Care Assistance Program:**

<https://www.contracosta.ca.gov/1353/Dependent-Care-Assistance-Program>

**Employee Assistance Program:**

<https://www.contracosta.ca.gov/1359/Employee-Assistance-Program>