

TO: Supervisor Name

FROM: Staff Name

DATE: September 24, 2019

SUBJECT: MATERNITY LEAVE REQUEST

I would like to inform you about my upcoming maternity leave and provide with the details of my proposed request. My plan is to work until my estimated date of delivery. **My estimated date of delivery is December 10, 2019.**

After delivery, it is anticipated that my physician will place me on disability (Enhanced Non-Industrial Disability Insurance (ENDI)) for a minimum of six to eight weeks, depending upon the type of delivery. I understand that ENDI will pay 50% of my monthly gross salary while on disability leave. I will have the necessary paperwork completed by my physician and forward to personnel and/or EDD. The projected date that the disability leave would end is on January 20, 2020, upon my physician's medical recommendation.

In addition to requesting Enhanced Non-Industrial Disability Insurance (ENDI), I wish to request Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), Parental Leave per Section 5.6 of the PECG 2015-2018 MOU, and the use of accrued leave as proposed below:

As of January 1, 2020 I will have a projected Annual Leave balance of 240.9 hours.

- From **January 21 – January 31 , 2020**, I plan to use my leave credits to cover 50% of leave time (about 36 hours) and use dock to cover the remaining 50% of the required hours
- From **February 1 – February 29, 2020**, I plan to use my leave credits to cover 50% of leave time (about 88 hours) and use dock to cover the remaining 50% of the required hours.
- From **March 1 – March 31, 2020**, I plan to use my leave credits to cover 50% of the leave time (about 88 hours) and use dock to cover the remaining 50% of the required hours.

I wish to maintain all health care benefits, including dental and vision, while on Enhanced

Non-Industrial Disability Insurance (ENDI), Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Parental Leave per Section 5.6 of the PEGC 2015-2018 MOU.

I intend to return to work on **April 1 2020**. Per Section 5.6 of the PEGC 2015-2018 MOU, Parental Leave, between April 1, 2020 and December 10, 2020 (child's 1st birthday) I intend to work part time at about 88 hours per month. I will coordinate my part time schedule with my supervisor. In addition, I may choose to amend my leave up to a maximum of one (1) year (from the date of birth) for the care/bonding of a newborn child.

If you have any questions, please do not hesitate to contact me. Thank you for your consideration on this matter.

Attachment – Staff Name Proposed Maternity Leave Calendar

DRAFT