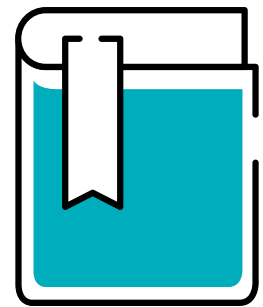


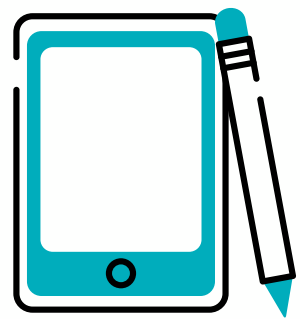
Parental Leave

Congratulations!

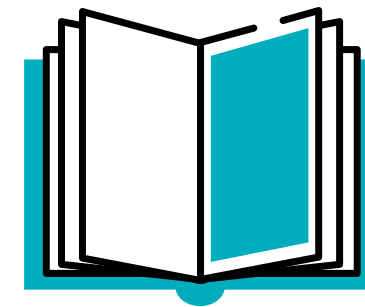
We congratulate you on your new addition!



Guidelines



Tools



Resources

Leave notice

what your notice should entail

- Doctor's Note/Legal Note
- Dates of Leave
- Official Return Date
- Needs to be at least 30 Days from start of leave



We understand that start date may fluctuate due to unforeseen circumstances

FMLA/CFRA Qualifying Reasons

- Birth of a child and care of a child in the first 12 months of life
- Adoption or foster care placement of a new child within a 12 month period
- Care for an immediate family member with a serious health condition (spouse, child, parent)
- A personal serious health condition that causes employee unable to perform essential job functions, including ongoing chronic conditions and domestic violence that causes injury or illness
- Care of an active covered member of the military with a serious illness or injury (spouse, child, parent, next of kin)

To qualify for time off through FMLA, employees must be employed for at least 12 months and have worked a minimum of 1,250 hours.



Length of Leave

4 Weeks

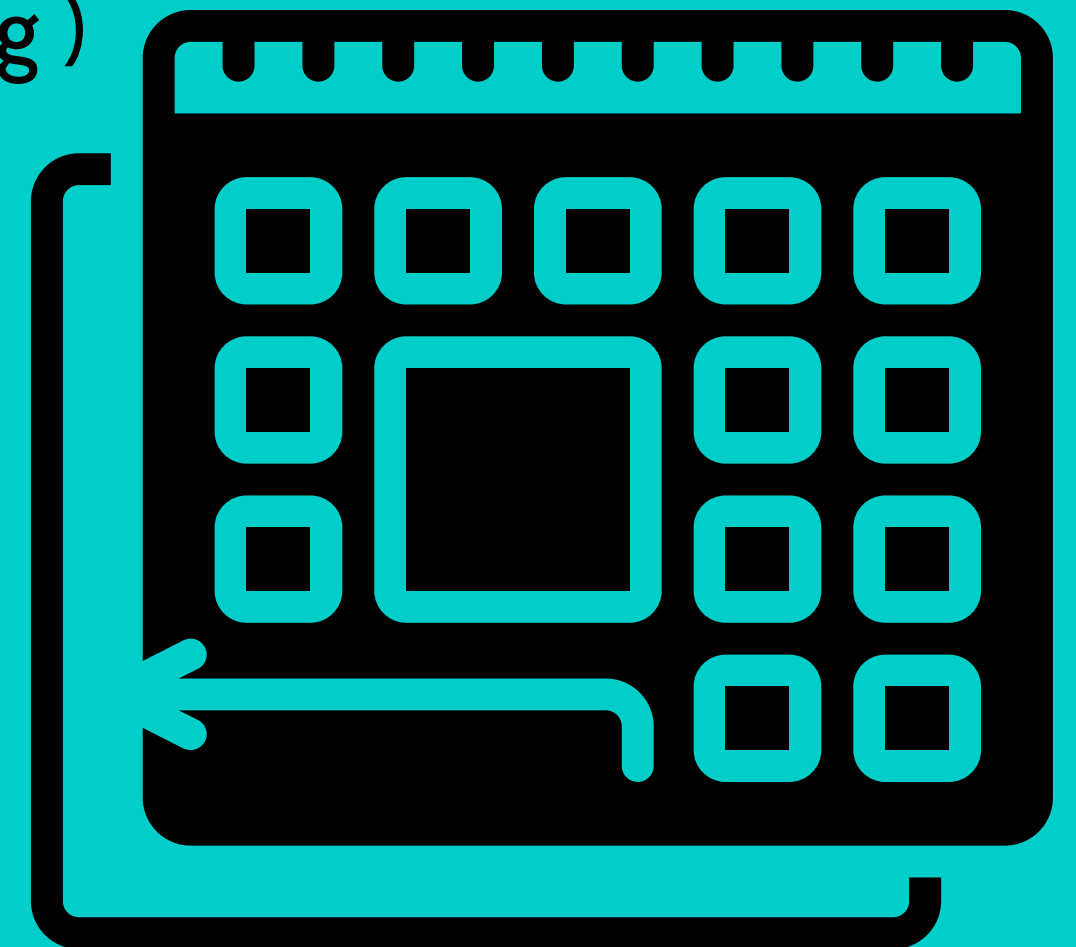
As a pregnant mom, you can receive up to four weeks of Disability Insurance (DI) benefits for a normal pregnancy before your expected due date. You can also receive up to six weeks (for normal delivery) or eight weeks (for Cesarean section) of DI benefits after your delivery to recover from childbirth. (The standard is 4 weeks)

12 Weeks

FMLA and CFRA allow for 12 weeks of leave in a 12-month period because of any "qualifying FMLA/CFRA" (Usually known as baby bonding)

Additional Time

- Use of PTO/Vacation time listed in your leave letter
- Medical note stating extension



EDD Application Process

1. Gather Required Information
2. Register
3. Log In to File a New Claim
4. Attach Additional Documentation
Required
5. Completion of Your PFL Claim Filing

[Click here
for application
steps in detail](#)

https://portal.edd.ca.gov/WebApp/Registration/Registration

[Create
Portal
Now by
clicking here!](#)

Register

To register for a new account, provide the following information.

* Indicates required field

Create Profile

Use your personal email if you are a claimant. Employers, voluntary plans, physicians/practitioners, and their representatives should use their professional email to register.

* Email:

* Re-Enter Email:

* Password:

Password Requirements:

- Minimum of 8 characters
- Uppercase letter
- Lowercase letter
- Number
- One of the following: ! @ # \$ % ^ & * ()

* Re-Enter Password:

Security Set-Up

To continue to register, you will need to complete some security requirements.

Security Questions: Choose your security questions and enter your answer to each question. Answers must be three or more letters and/or numbers and contain any special characters. Each answer must be different.

* Question 1:

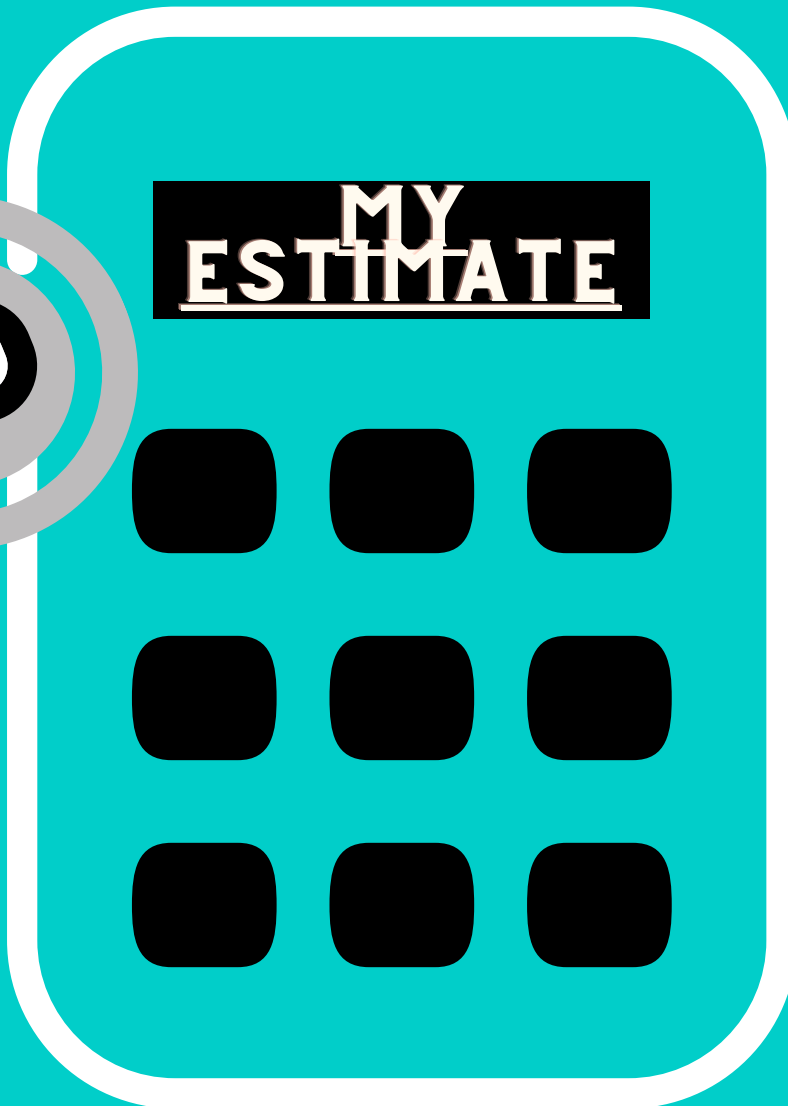
* Answer:

* Question 2:



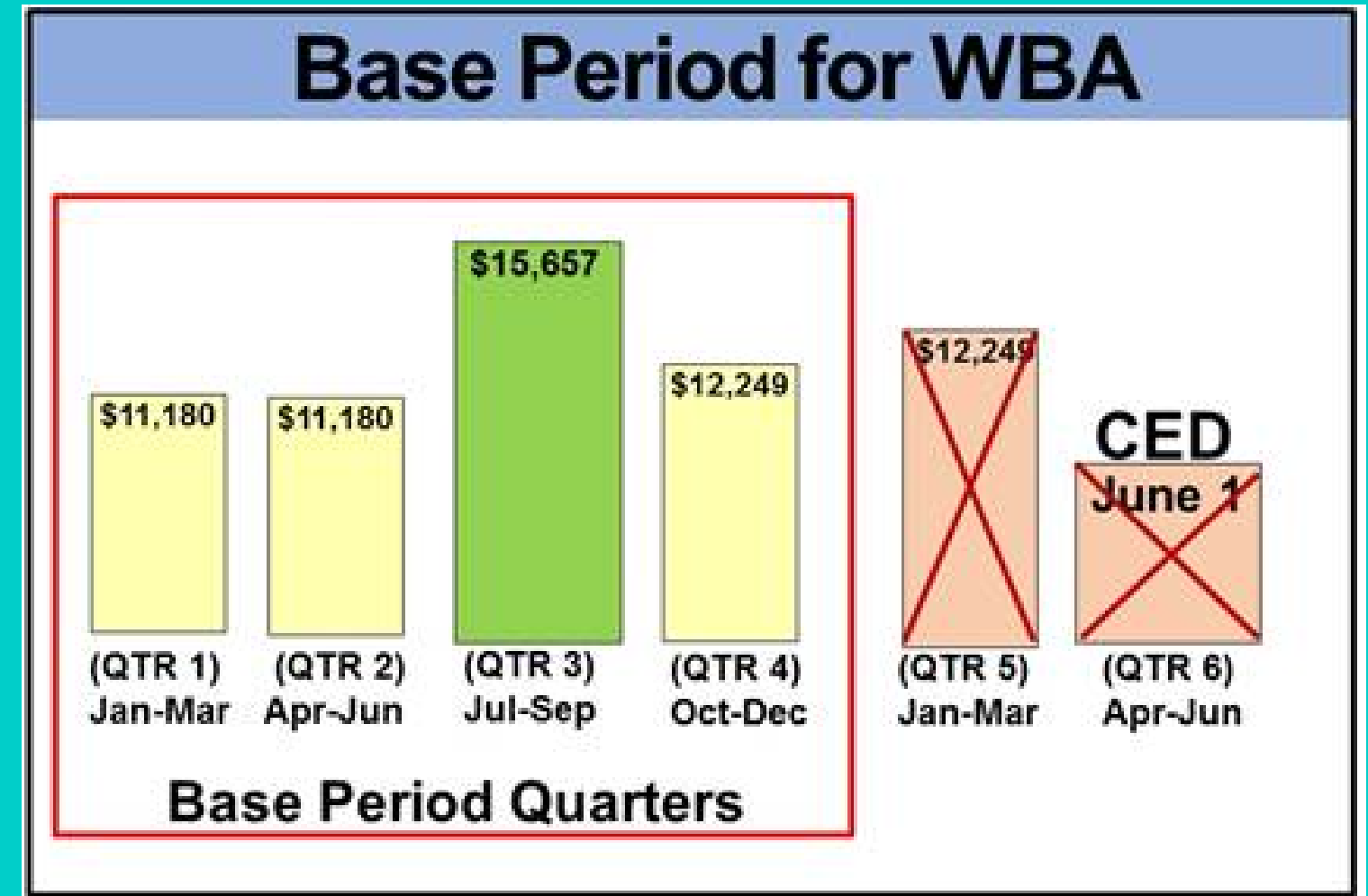
EDD Funding Explained

The weekly benefit amount (WBA) is about 60 to 70 percent (depending on income) of wages earned 5 to 18 months before your claim start date.



Click on my estimate

Base period example: Employee files for family leave on June 1st.



- Daily benefit amount is calculated by dividing your weekly benefit amount by seven
- Maximum benefit amount is calculated by multiplying your weekly benefit amount by 8 or adding the total wages subject to SDI tax paid in your base period.

Benefits & Cost on Maternity/Paternity Leave

When an employee's health benefits deductions are missed, we'll apply 1.5x the normal deduction amount to upcoming payrolls until the missed amount is captured.

For example, if we missed 1 deduction that is normally \$100 per paycheck, the next two payrolls will have \$150 deducted. Once the full amount is captured, only the regular deduction amount will be applied moving forward.

This "catch up payment"/ reimbursing to the company will occur once the employee returns and continues getting paid after maternity leave.



LQE /Adding Dependent

You have 30 days to add dependent

How to add a dependent in Gusto

01

Go to Benefits Tab in Gusto

02

Click on change benefits

03

Click on drop down and choose reasoning :
"My spouse or child's coverage has changed"

04

Click on drop down and choose reasoning :
"My spouse or child needs to be added to my plan"

05

Continue to fill out date of change & all information needed until completion.

If extra help is needed more step by step instructions are linked here

[CLICK HERE](#)



Returning to Work

We recommend to contact your employer
10 business days before your return date

IF YOUR RETURN DATE CHANGES PLEASE CONTACT 30 DAYS BEFORE ORIGINAL RETURN DATE



Breastfeeding

Employers must provide a reasonable amount of break time for employees to express breast milk and provide the use of a private place, other than a bathroom, in close proximity to the employee's work area, shielded from view and free from intrusion. The employee's normal work area can be used if it allows the employee to express milk in private and all other requirements are met (see below).

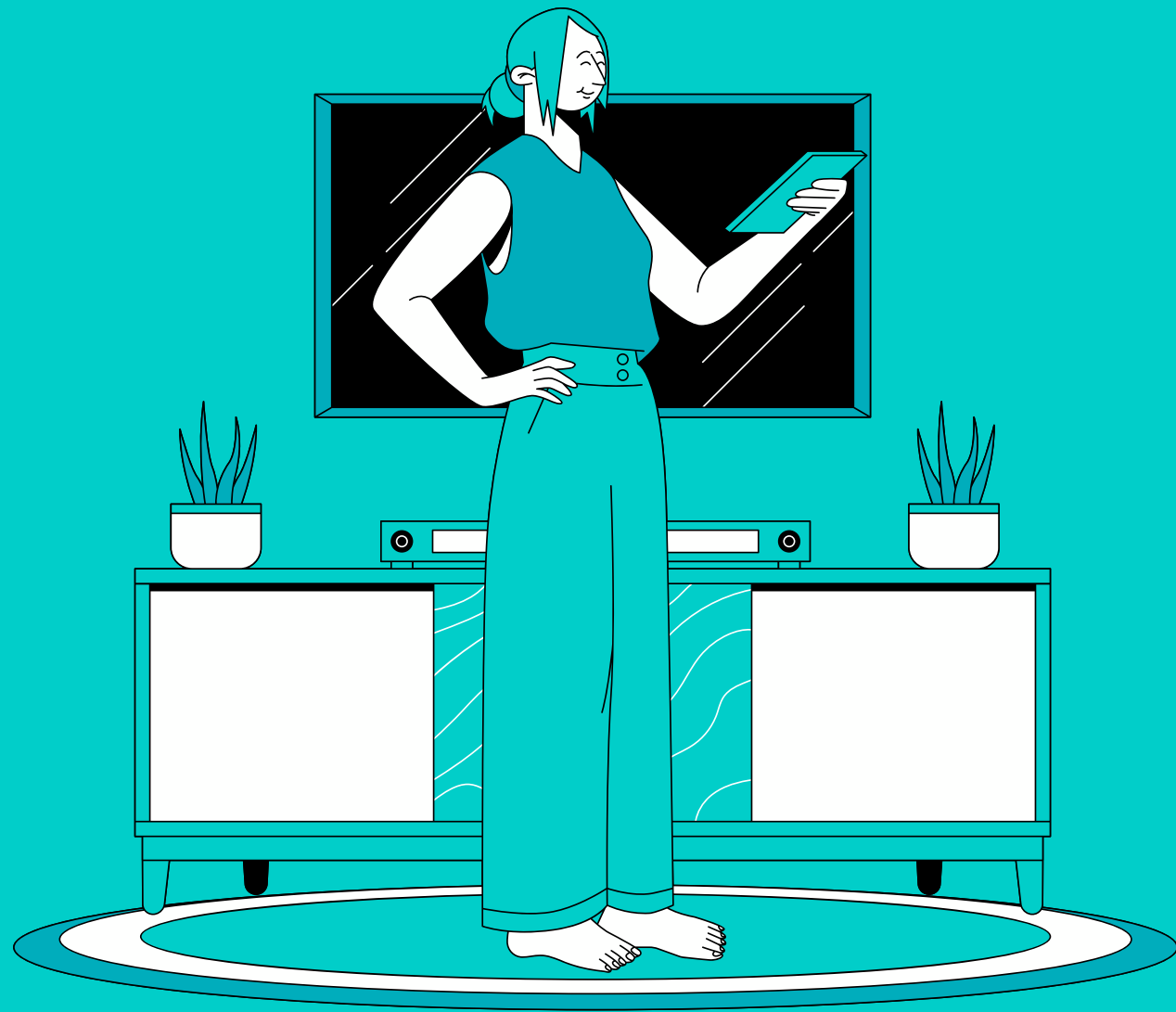
The location must meet several additional criteria. The room itself must:

- Be safe, clean, and free of toxic or hazardous materials;
- Contain a surface to place a breast pump and other personal items;
- Contain seating; and
- Have access to electricity or alternative devices (such as extension cords or charging stations) allowing operation of an electric or battery-powered breast pump.

Employees who wish to express breast milk can be required to use the paid rest break time already provided by law. If the employee needs a reasonable amount of additional time for expressing milk beyond the normal paid rest break, the time must be provided, but it can be unpaid



Contact Us



916-836-3171

support@caresdesk.org