

River Valley Child Development Services

Procedures for Pregnancy (PDA) Leave

If a pregnant employee is not eligible for leave under *Family & Medical Leave Act (FMLA)* she may take leave as outlined under the *Pregnancy Discrimination Act of 1978 (PDA)*.

She must complete a **PDA Leave Request** form that must be approved by program director and executive director.

If eligibility requirements are met, she may receive short-term disability benefits for up to 26 weeks with a medical certification.

If she qualifies for both PDA leave and short-term disability, they will run concurrently.

She must complete required paperwork in order to receive short-term disability benefits.

If she has accrued leave, she must use all paid leave before using unpaid leave, except up to 80 hours.

If she is temporarily unable to perform job duties due to medical condition(s) related to pregnancy and is requesting alternative job duties, medical certification is required.

Before returning to work, a medical certification must be submitted stating that she is able to return to work and the return to work date.

