Trindel

Insurance Fund

Alpine - Colusa - Del Norte - Lassen - Modoc - Mono - Plumas - San Benito - Sierra - Sutter - Trinity

A Joint Powers Authority Established in 1980

www.trindel.org

Pregnancy Disability Leave, Reasonable Accommodation, and Transfer Policy

If you are unable to work because of your pregnancy, childbirth, or a related medical condition, Trindel Insurance Fund (hereafter referred to as the "Fund") will provide you with pregnancy disability leave ("PDL") as required by law. Time off needed for prenatal, or postnatal care; doctor-ordered bed rest; gestational diabetes; pregnancy-induced hypertension; preeclampsia; childbirth; postpartum depression; loss or end of pregnancy; or recovery from childbirth would all be covered by your PDL. In other circumstances, you may also be entitled to a reasonable accommodation or transfer related to your pregnancy disability.

Duration

You may take PDL for the duration of time determined necessary by your health care provider, up to four months per pregnancy (meaning the number of days you would normally work in a four (4) month period). You may take the time off intermittently if your health care provider determines it is necessary (for example, to attend medical appointments), in increments of no less than *one (1) hour*.

Transfer

If your health care provider determines that a temporary transfer to a less strenuous or hazardous position or duties is medically advisable, we will provide such a transfer if it can be reasonably accommodated. However, it is generally not reasonable for us to transfer or promote you to a position for which you are not qualified, create a new position, discharge another employee, or transfer another employee with more seniority.

If your health care provider determines you need to take intermittent leave or a reduced work schedule, we may require you to temporarily transfer to an alternative position that meets your needs (if another position is available and you are qualified for it). You will receive equivalent pay and benefits, but may not have equivalent duties.

Reasonable Accommodation

If your health care provider certifies that a reasonable accommodation is medically advisable, we will provide a reasonable accommodation by changing the work environment or in the way things are customarily done so that you are able to perform the essential functions of your job. For example, this may include modifying work practices or rules, modifying your existing job duties, or providing furniture of other modifying equipment or devices. This right is independent of your right to PDL; however, if you require time off as a reasonable accommodation, it may be counted as PDL and reduce your four-month leave entitlement.

Notice

If you need PDL, a reasonable accommodation, or transfer, you should provide the Fund at least 30 days' notice if possible to avoid delay. If 30 days' advance notice is not possible, give notice as soon as practicable. If you need PDL for planned appointments or medical treatment, please consult with your supervisor so we can ensure you can take the time off with minimal disruption to our operations.

Medical Certification

You must provide the Fund with a written certification from a health care provider describing your need for PDL, reasonable accommodation, or transfer. To avoid delay, the certification must be returned within 15 calendar days of your request for PDL, reasonable accommodation, or transfer, if possible. If necessary, we will provide you a form for this purpose.

As a condition of your return from PDL, you must provide the Fund with a release to return to work from your health care provider.

Leave is Unpaid

PDL is unpaid, but you may use accrued paid time off before taking the remainder of your leave without pay. Unless otherwise prohibited by law, the Fund may require you to use accrued, unused sick leave.

We encourage you to contact the Employment Development Department regarding your eligibility for State Disability Insurance for the unpaid portion of your PDL.

Leave Concurrent with Family and Medical Leave

If you are eligible for leave under the federal Family and Medical Leave Act ("FMLA"), your PDL may also be designated as time off under FMLA. If you have additional questions, please contact Human Resources.

Return to Work

When your PDL, reasonable accommodation, or transfer ends, you generally will be reinstated to the same position or, in certain instances, to a comparable position. If you are on PDL and do not return to work on your return date or receive an extension, you may be deemed to have voluntarily resigned your employment. If you take additional, Fund-approved leave immediately following your PDL, your right to reinstatement will be determined by Fund policy regarding that type of leave, not by this policy.

Benefits and Seniority Date

While on PDL, you may continue your existing health benefits (if applicable) as if you remained working. In some instances, the Fund may recover from you premiums paid to maintain health benefits if you do not return to work following PDL.

Taking PDL may affect certain other benefits and your seniority date. Please contact your supervisor or the Executive Director if you have any questions.

Request for Additional Time Off

If you exhaust your right to PDL, you may be entitled to additional time off. Any request for leave after your PDL has ended will be treated as a request for Family and Medical Leave under the FMLA and/or the CFRA, if you are eligible for such leave. Please refer to the "Family and Medical Leave" policy for additional information.
You will not earn any additional time off during any unpaid portion of PDL.