California Fractional HR COMPLIANCE-FIRST · STATEWIDE

CALIFORNIA LEAVE · STEP BY STEP

Pregnancy Leave — *Step by Step*

For a pregnant employee, from the day she tells her manager through bonding leave. Leave paperwork goes to the employer; pay paperwork goes to EDD.

IS THE JOB PROTECTED?

At 5+ employees: PDL holds it while she's disabled by pregnancy, childbirth or a related condition, up to four months. Then up to 12 more weeks of CFRA bonding, if she's eligible.

IS ANYTHING REPLACING THE PAY?

SDI, then PFL, paid by EDD, not the employer: 70%–90% of wages, up to $1,765 a week in 2026. SDI after a 7-day unpaid wait; PFL up to 8 weeks in a 12-month period.

DOCUMENT OR ACTION	WHO → TO WHOM	WHEN	NOTE
1 Employee informs she is pregnant			
Pass the news to HR	**Manager → HR**	The same day.	This is the step most often missed.
CRD pregnancy notice Get it: CRD notice (PDF)	**Employer → Employee**	As soon as practicable after she says she's pregnant — sooner if she asks about accommodation, transfer, or leave.	Also posted at work.
2 Employee requests leave			
Leave request	**Employee → Employer**	At least 30 days ahead when foreseeable; otherwise as soon as practicable.	Oral or written.
Disability insurance brochure DE 2515 · Get it: EDD brochure (PDF)	**Employer → Employee**	When she asks for time off for pregnancy or childbirth.	Also given to every new hire.
Certification request	**Employer → Employee**	When she gives notice, or within 2 business days.	Only if the employer requires certification. Include the form and explain the consequences of not providing it.
Response to her leave request	**Employer → Employee**	Within 10 calendar days of her request.	Before leave begins, if possible.
Reinstatement guarantee	**Employer → Employee**	When she asks.	In writing.
FMLA eligibility notice WH-381 · Get it: DOL WH-381 (PDF)	**Employer → Employee**	Within 5 business days of her request, or of learning the leave may qualify.	FMLA applies only at 50+ employees within 75 miles.
3 Before leave begins			
Medical certification Get it: CRD PDL form (PDF)	**Health provider → Employee → Employer**	Before leave begins, if she gave 30 days' notice. If that isn't practicable: by the employer's deadline — at least 15 calendar days after its request.	Once it's adequate, the employer must accept it and may not ask for more.
FMLA designation notice WH-382 · Get it: DOL WH-382 (PDF)	**Employer → Employee**	Within 5 business days of having enough information.	FMLA applies only at 50+ employees within 75 miles. She gets at least 15 calendar days to return an FMLA certification.
4 Leave begins — the disability pay claim			
Disability insurance claim DE 2501, Part A · Get it: SDI Online · order the paper form	**Employee → EDD**	No later than 49 days after the disability begins.	Online (SDI Online / myEDD) or on paper.
Provider's certification DE 2501, Part B · Get it: SDI Online	**Health provider → EDD**	Within 49 days of the disability start.	Her claim isn't complete without it.
EDD's notice of her claim DE 2503 · Sent by EDD — no blank to download · EDD employer page	**Employer → EDD**	Within 2 working days of receiving it from EDD.	EDD sends it after she files. Return it to verify her claim information.
5 Employee requests bonding leave			
Bonding leave request	**Employee → Employer**	30 days ahead when foreseeable, if the employer requires it.	Verbal notice stating the reason is enough.
Paid Family Leave brochure DE 2511 · Get it: EDD brochure (PDF)	**Employer → Employee**	When she asks for time off to bond.	Also given to every new hire.
Response and designation	**Employer → Employee**	Within 5 business days of her request.	Designate the leave as CFRA (or CFRA/FMLA) and tell her. Without proper notice, it can't be designated after she returns.
6 Disability ends — Paid Family Leave			
Paid Family Leave claim form DE 2501FP · Sent by EDD — no blank to download · EDD forms page	**EDD → Employee**	When her last disability payment issues.	Sent automatically, to her SDI Online inbox or by mail.
Paid Family Leave claim DE 2501FP	**Employee → EDD**	Within 41 days of the date she wants bonding to start.	No proof of relationship needed, coming straight from her disability claim. Benefits must be used within 12 months of the birth.
EDD's Paid Family Leave notice DE 2503F · Sent by EDD — no blank to download · EDD employer page	**Employer → EDD**	Within 2 working days of receiving it from EDD.	Paper only. Report any wages paid during her leave.

OFFICIAL FORMS calcivilrights.ca.gov/family-medical-pregnancy-leave · edd.ca.gov/en/disability/Forms_and_Publications · dol.gov/agencies/whd/fmla/forms

THE FULL TRAINING **Pregnancy Leave** — two films: one pregnancy on one calendar, then who files what. Four minutes each, free: calfractionalhr.com/pregnancy-leave

Starting framework, not legal advice — verify current figures before acting. PDL and CFRA apply at 5+ employees; FMLA at 50+ within 75 miles. CFRA and FMLA also need 12 months of service and 1,250 hours in the prior 12 months. Timing is illustrative, for one routine pregnancy; actual dates follow her notice, medical certification and EDD's processing. For executives and managers — not company policy.

NOT LEGAL ADVICE
CURRENT AS OF 10.31.2026
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