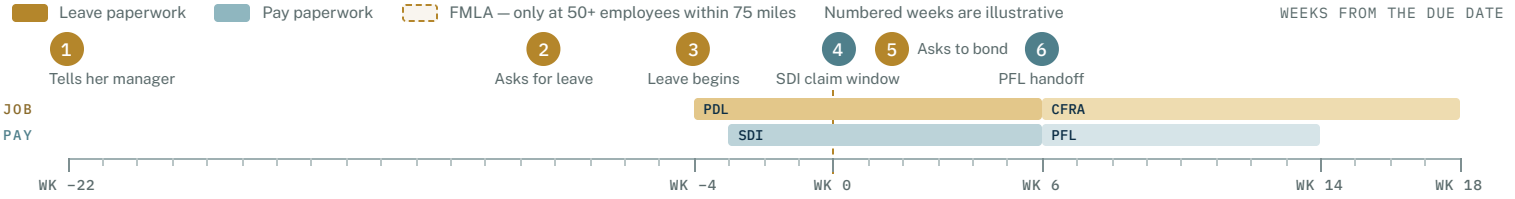
California Fractional HR COMPLIANCE-FIRST · STATEWIDE

LEAVE LAW TRAINING · COMPANION TO THE VIDEO

Pregnancy Leave — *Who Files What*

One routine pregnancy, in order: who notifies whom, with what form, and how much time they have. **Leave paperwork goes to the employer. Pay paperwork goes to EDD.**



WHO → TO WHOM	FORM OR NOTICE	BY WHEN · TIME ALLOWED	SOURCE · THE FORM
1 WEEK −22 — She tells her manager			
Employer → her	**CRD notice** "Your Rights and Obligations as a Pregnant Employee"	As soon as practicable after she says she's pregnant; sooner if she asks about accommodation, transfer, or leave. Also posted at work (electronic posting counts); translated where 10%+ of a facility's workforce speaks another language.	2 CCR § 11049 Get it: CRD notice (PDF)
2 ABOUT WEEK −8 — She asks for leave — 30 days ahead			
Employee → employer	**PDL request** Oral or written	At least 30 days' advance notice when foreseeable; otherwise as soon as practicable.	2 CCR § 11050(a)
Employer → her	**DE 2515** Disability Insurance Provisions	When she asks for time off for pregnancy or childbirth. Also given to every new hire.	EDD Get it: EDD brochure (PDF)
Employer → her	**Certification request** With the form	If the employer requires certification: when she gives notice or within 2 business days; explain the consequences of not providing it.	2 CCR § 11050(b)(1), (3), (4)
Employer → her	**Response** To her PDL request	Within 10 calendar days — before leave begins, if possible.	2 CCR § 11050(a)(5)
Employer → her	**Reinstatement guarantee** In writing	On her request.	2 CCR § 11043
Employer → her	**FMLA eligibility notice** Optional DOL form WH-381	Within 5 business days of her request, or of learning the leave may qualify.	29 CFR § 825.300 Get it: DOL WH-381 (PDF)
3 BY WEEK −4 — Before leave begins			
Provider → employee → employer	**PDL medical certification** Disabled by pregnancy · date it began · estimated duration	Before leave begins when she gave 30 days' notice; when that isn't practicable, by the employer's deadline — at least 15 calendar days after its request. Once adequate, the employer must accept it and may not ask for more. Late certification lets the employer delay the leave.	2 CCR § 11050(b), (c) Get it: CRD PDL form (PDF)
Employer → her	**FMLA designation notice** WH-382	Within 5 business days of having enough information. At least 15 calendar days to return an FMLA certification.	29 CFR §§ 825.300, 825.305 Get it: DOL WH-382 (PDF)
4 WEEK −4 TO WEEK +3 — Disability leave begins — the SDI claim			
Employee → EDD	**DE 2501 · Part A** SDI claim · SDI Online / myEDD or paper	No later than 49 days after the disability begins. EDD advises no earlier than 9 days after; for pregnancy, not until after the 8th day following the provider's certification.	EDD Get it: SDI Online · order the paper form
Provider → EDD	**DE 2501 · Part B** Medical certification · myEDD or paper	Within 49 days of the disability start — her claim isn't complete without it. EDD allows at least 14 days to process once both parts arrive.	EDD Get it: SDI Online
Employer → EDD	**DE 2503** Notice to Employer of Disability Insurance Claim Filed	Within 2 working days of receipt (SDI Online or paper); verifies her claim information. Arrives when EDD processes her claim.	EDD Sent by EDD — no blank to download · EDD employer page
5 ABOUT WEEK +2 — She asks for bonding leave			
Employee → employer	**CFRA bonding request** Verbal is enough	At least verbal notice stating the reason; the employer may require 30 days' notice when foreseeable.	2 CCR § 11091(a)
Employer → her	**DE 2511** Paid Family Leave	When she asks for time off to bond. Also given to every new hire.	EDD Get it: EDD brochure (PDF)
Employer → her	**Response + designation** CFRA (or CFRA/FMLA)	Respond within 5 business days; designate the leave and tell her. No retroactive designation after she returns without proper notice.	2 CCR § 11091(a)(6), (a)(1)
6 WEEK 6 — The pay handoff — Paid Family Leave			
EDD → her	**DE 2501FP** Claim for PFL Benefits — New Mother	Sent automatically when her last disability payment issues (SDI Online inbox or mail).	EDD Sent by EDD — no blank to download · EDD forms page
Employee → EDD	**DE 2501FP** Filed back to EDD	Within 41 days of the date she wants bonding to start. No proof of relationship needed coming straight from a pregnancy disability claim. Bonding benefits used within 12 months of the birth.	EDD
Employer → EDD	**DE 2503F** PFL notice · paper only	Within 2 working days of receipt; verifies her claim information; report any wages paid during leave.	EDD Sent by EDD — no blank to download · EDD employer page

MOST OFTEN MISSED **The notice when she first tells her manager.** Managers hear it as personal news, not an HR matter. Train them to pass it to HR that same day.

Starting framework, not legal advice — verify current figures before acting. Employer-size gates apply: CFRA and PDL at 5+ employees · FMLA at 50+ employees within 75 miles. Illustrative timing for one routine pregnancy; actual dates follow her notice, medical certification, and EDD's processing. Internal training for executives and managers — not company policy, not employee-facing.

TRAINING · NOT LEGAL ADVICE
CURRENT AS OF 10.31.2026
calfractionalhr.com