



HUMAN RESOURCE SERVICES
 1515 Hughes Way, Long Beach, CA 90810
 (562) 997-8651

**REQUEST FOR ABSENCE DUE TO PREGNANCY DISABILITY LEAVE
 (Employee Is Disabled Due to Pregnancy, Childbirth, or Related Condition(s))**

Instructions: All employees requesting absence due to pregnancy-related disability leave (PDL) must submit this completed form (Sections I, II and III) to their payroll clerk/secretary.

I. EMPLOYEE

_____	_____	_____
Last Name	First Name	MI
_____	_____	_____
School/Site	Track Job Title	Grade/Subject Taught
_____	_____	_____
Home Address	City	Zip Code Phone No.

II. ATTENDING PHYSICIAN'S STATEMENT – Certification for Paid Sick Leave

Note to Physician: This form verifies the dates when the employee will first be unable to work due to a pregnancy- or childbirth-related condition. If the employee may continue working but requires accommodation at work, please attach a separate sheet specifying (1) the type(s) of accommodation required; (2) the dates when the employee requires the accommodation; and (3) the expected date the employee must stop working.

This patient is not able to continue working beginning on:

_____/_____/_____. The estimated date of delivery is: _____/_____/_____.
 (month) (day) (year) (month) (day) (year)

_____	_____	_____
Signature of Physician	Name of Physician (please print or type)	Date
_____	_____	_____
Address (Number and Street)	City	State/Zip Code Phone No.

III. EMPLOYEE'S STATEMENT

This form has been signed by my health care provider. I have read the information regarding *Pregnancy Disability Leave of Absence* and *Notice of Rights and Obligations*. I understand the time necessary for me to be absent from my regular duties due to pregnancy-related disability will be charged to my sick leave/vacation/statutory leave balance. I further understand that if I exhaust my accumulated leave balance in the course of this leave, the remaining time will be in leave-without-pay status.

_____	_____
Signature of Employee	Date

Request for Absence Due to Maternity (Pregnancy-Related Disability)