

University of Southern California
Workers' Compensation/Disability Office
Hazel Stanley Hall, Suite 300
Los Angeles, CA 90089-1058
Office: (213) 740-5875
Fax: (213) 740-7305

EMPLOYEES ENROLLED IN THE UNIVERSITY PLAN ONLY!!

The State of California maternity leave guidelines are 4 weeks pre-delivery and 6 weeks post delivery. USC also uses a 10-week guideline. However, our guidelines for a *normal pregnancy* are that the maternity leave cannot begin more than 2 weeks pre-delivery and no later than the date of delivery. For instance, the employee may request the full 10-week disability benefit period to start from the date of delivery or two weeks pre-delivery and eight weeks post-delivery. These are guidelines only. Medical certification is required for any paid maternity leave. All disabilities have a 7 day waiting period. This 7 day waiting period is included in, not in addition, to the 10 week disability leave. (Note: You may have additional rights and responsibilities under the Family Care Leave Policy of the University. For information call Personnel Services, Administration Policies and Procedures, Phone No. (213) 821-8111.

MATERNITY DISABILITY REQUEST

Use this form for normal pregnancy only.

For complicated pregnancy, call Sedgwick CMS (formerly known as VPA) to file a claim.

I, _____, Employee No. _____, hereby request my maternity disability benefit period to commence on: _____. My expected date of delivery or expected date of hospital confinement is: _____. I understand that I will receive a total of ten (10) weeks of maternity disability benefits if medically certified.

Signature: _____

Date: _____

Department: _____

Phone Number: _____

RETURN TO THE DISABILITY OFFICE PRIOR TO GOING ON DISABILITY

For Disability Use Only: FDB _____ LDB _____ RTW _____