

**Example of request using  
all weeks of paid leave**

## LEAVE PLANNING WORKSHEET RESIDENTS AND CLINICAL FELLOWS

EMPLOYEE NAME: \_\_\_\_\_ Due Date is: 12/01/2021

### LEAVE PERIODS:

*Some periods may overlap*

#### 1 Pregnancy Disability Leave Period (PDL)

(17.3 work weeks maximum/pregnancy, usually begins  
2 weeks prior to delivery \*)

Begins On:

11/18/2021

Ends On:

03/19/2022

#### 2 Family and Medical Leave Period (FMLA)

(12 work weeks maximum, usually begins at the same  
time as PDL)

11/18/2021

02/09/2022

#### 3 California Family Rights Act Period (CFRA)

(12 work weeks/pregnancy maximum for bonding;  
usually begins when PDL ends)

02/10/2022

05/04/2022

#### 4 Personal Leave Period

(Time off, if any, beyond protection period)

\_\_\_\_\_

\_\_\_\_\_

### PAY STATUS DURING LEAVE

Consultation is based on the following leave  
dates:

Leave balance per AY:

S/L -

12 days V/L

- 28 days

P/L - 28 days

11/18/2021

02/20/2022

#### 5 Cigna Insurance – 30 Day Waiting Period

You may use your S/L and/or V/L balances for the  
waiting period. 100% pay and benefits

S/L:

11/18/2021

11/29/2021

11/30/2021

12/27/2021

Waiting Period Use:

V/L:

S/L: 12 days

V/L: 18 days

12/28/2021

01/11/2022

#### Cigna Paid Period

Capped at 66.67% salary per week; typical duration

#### 8 Leave Without Pay Period (LWOP)

0% Salary; 100% benefits covered by department

01/12/2022

01/23/2022

01/24/2022

02/20/2022

up to 6 weeks after vaginal birth or 8 weeks for c-section (period designated by your physician)

7 Paid Leave During Bonding Period

You may use remaining balance when Cigna Insurance benefits end; 100% salary and benefits

Paid Leave Use after Cigna ends:

V/L: 12 days

P/L: 28 days

V/L:

P/L:

8 Leave Without Pay Period (LWOP)

0% Salary; 100% benefits covered by department