

Risk Management

55 South Madison Street Stockton, CA 95203
(209) 933-7110 FAX (209) 465-2056

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| Lita Valadez: 933-7110 ext 2570 (personal disability & maternity) |
| ➤ Sick leave/vacation exhausts (CAT bank, if applicable) |
| ➤ Gross paycheck reduced by cost of a substitute |
| ➤ Pregnancy 6 weeks normal/ 8 weeks C-section (counted by calendar days from deliver date){4 weeks prior anticipated delivery date allowed if medically substantiated} |
| ➤ For FLMA information contact: Lita Valadez: 933-7110 ext. 2570 (personal, maternity) Felly Kotez: 933-7110 ext. 2554 (family members) |
| ➤ Unpaid Leave of Absence information contact: Human Resources Personnel Analyst |
| ➤ American Fidelity Group: 1-800-662-1113 ➤ The Standard: 1-800-522-0406 |
| THIS INFORMATION IS PROVIDED AS A GUIDELINE ONLY. DO NOT RELY ON THESE DATES AS A FINAL COUNT. PERSONNEL WILL FINALIZE ALL LEAVE ACCRUALS, DOCKS, AND OFF PAYROLL DATES |

PLEASE REFER TO YOUR DISABILITY CLAIM FORM FOR COMPLETE INSTRUCTIONS.

- You are responsible for making sure all required forms are completed.
- You will be responsible to submit individual applications to your disability carrier. (The Standard, American Fidelity or other carrier)
- American Fidelity Group application is to be completed by employee and physician and returned to Risk Management. (applies to CSEA 318 only)
- Original forms must be submitted. You should make copies of your forms prior to returning them.

REGARDING YOUR MEDICAL INSURANCE BENEFITS:

Coverage becomes effective for newborns under mother's coverage at time of birth for the first 30 days. However, **newborns must be enrolled within sixty (60) days after their birth for coverage to continue. If you do not enroll your newborn within the sixty day period, you will not be able to enroll your child until the next open enrollment period.** To enroll your newborn, you must come to Risk Management with the hospital's certificate of birth or the actual birth certificate. If your spouse is a district employee, please have spouse enroll newborn for benefits too.

❖ **Please contact the office to report the delivery date and also if the delivery was normal or cesarean.**

If you take a leave of absence or are removed from payroll, you must return to Risk Management to re-enroll for benefits. Any questions regarding your benefits, please call Risk Management at the number listed above.