

# Risk Management

701 North Madison Street Stockton, CA 95202  
(209) 933-7110 E-FAX (209) 933-6526

Pregnancy disability/FMLA/CFRA Baby bonding leave information contact: Risk Management: (209) 933-7110			
➤	A-G	Chris Carnahan	Ext. 2554
➤	H-Q	Lita Valadez	Ext. 2570
➤	R-Z	Felly Kotez	Ext. 2555
<ul style="list-style-type: none"><li>• Pregnancy leave starts up to 4 weeks prior to estimated date of delivery (DOD) and 6 weeks after delivery for a vaginal delivery/8 weeks C-section. <b>*counted by calendar days from date of delivery</b></li><li>• Sick/Vacation leave will be used up front, once exhausted you will be docked at the rate of your sub. Gross paycheck reduced by cost of a substitute per bargaining unit contract.</li></ul>			
<ul style="list-style-type: none"><li>• American Fidelity Group: 1-800-662-1113</li><li>• The Standard: 1-800-522-0406</li></ul>			
Child Rearing Leave/ Leave of Absence: ➤ Human Resources Department Analyst (209) 933-7065			
Adding Newborn to Health Insurance: Benefits Department: (209) 933-7110			
➤	Christine Vega	Ext. 2030	
➤	Breanne Maas	Ext. 2039	
<b>THIS INFORMATION IS PROVIDED AS A GUIDELINE ONLY. PERSONNEL WILL FINALIZE ALL LEAVE ACCRUALS, DOCKS, AND OFF PAYROLL DATES.</b>			

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.
- Original forms must be submitted. You should make copies of your forms prior to returning them.

## ***MEDICAL INSURANCE BENEFITS INSTRUCTIONS:***

Coverage becomes effective for newborns under mother's coverage at time of birth and for the first 30 days.

However, **newborns must be enrolled within sixty (60) days after the date of 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.** Contact the benefits department to add newborn.