

**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:** Begins On: \_\_\_\_\_ Ends On: \_\_\_\_\_

*Some periods may overlap*

**1 Pregnancy Disability Leave Period (PDL)** 11/18/2021 03/19/2022  
(17.3 work weeks maximum/pregnancy, usually begins 2 weeks prior to delivery \*)

**2 Family and Medical Leave Period (FMLA)** 11/18/2021 02/09/2022  
(12 work weeks maximum, usually begins at the same time as PDL)

**3 California Family Rights Act Period (CFRA)** 02/10/2022 05/04/2022  
(12 work weeks/pregnancy maximum for bonding; usually begins when PDL ends)

**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:

S/L: 12 days  
V/L: 18 days

V/L: \_\_\_\_\_  
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**

V/L:

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

P/L: \_\_\_\_\_

Paid Leave Use after Cigna ends:

V/L: 12 days

P/L: 28 days

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

0% Salary; 100% benefits covered by department

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