
Fire Suppression Pregnancy Disability Benefit

1038.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the Napa Fire Department to manage pregnancy disability leave for fire suppression personnel in addition to the guidelines contained in the City Pregnancy Disability Leave (PDL) Policy.

This policy applies to fire department suppression employees.

1038.2 POLICY

The Napa Fire Department recognizes that pregnancy, childbirth, or related medical condition can be a disabling condition and is committed to treating pregnant employees in a manner consistent with this policy as well as applicable law and other City Policy. The Department shall defer to a pregnant employee's health care provider in assessing the employee's ability to work.

This policy provides a limited paid disability benefit for fire department suppression employees in conjunction with applicable laws and City Policy.

City Administration Regulation [3.07.005 Pregnancy Disability Leave](#) ("AR 3.07.005") contains leave rights and additional guidance.

Refer to the "Modified Duty and Return to Work" policy for additional information.

1038.3 ELIGIBLE EMPLOYEES

Fire Suppression employees who are disabled by pregnancy, childbirth or related medical conditions and who are taking pregnancy disability leave are eligible for limited PDL paid disability benefit as described herein. There is no required minimum amount of service time or number of hours worked in order to be eligible for this limited paid disability benefit (2 CCR 11037).

1038.4 TIME AND DURATION OF LEAVE

Time and duration of any Pregnancy Disability Leave is governed by City Policy and applicable California Law.

1038.5 BENEFITS DURING LEAVE

While on Pregnancy Disability Leave provided by AR 3.07.005, the Napa Fire Department provides suppression employees who are disabled by pregnancy, childbirth, or related medical condition with the equivalent of one month of limited paid disability benefit. This generally equates to 240 hours (ten 24-hour shifts if assigned to a 56-hr schedule) or the 40-hr shift equivalent (if assigned to a 40-hr schedule). The limited paid disability benefit is available on a per-pregnancy basis. Hours can be used intermittently, if medically advisable. Any unused hours may not be used if the employee is no longer disabled by pregnancy, nor may any unused hours be carried over to a subsequent pregnancy.

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- (a) For the purposes of determining the available number of PDL wage replacement hours the following conversion shall be used (consistent with applicable MOU): When a member moves from a forty (40) hour work week to a fifty-six (56) hour work week or from a fifty-six (56) hour work week assignment to a forty (40) hour work week assignment, the conversion factor for leave use shall be as follows:
1. 40-hour member to 56-hour member = $56/40 = 1.40$ conversion factor Example: 171 hours of vacation (40-hour member) = $171 \times 1.4 = 240$ hours of PDL wage replacement (56-hour member)
 2. 56-hour member to 40-hour member = $40/56 = .714285714$ conversion factor Example: 240 hours of PDL wage replacement (56-hour member) = $240 \times .714285714 = 171$ hours of PDL wage replacement (40-hour member)
- (a) Note: hour totals above rounded off to total 240 hours for a 56-hr. employee (and the corresponding 40-hr total).

Fire Suppression employees can use the limited PDL paid disability benefit on an intermittent basis, provided a minimum of one hour is used and leave is taken for a reason that qualifies under AR 3.07.005. Any time used must be tracked in the Department's time keeping system.

1038.6 USE OF OTHER LEAVES

The limited PDL paid disability benefit provided in this policy must be used in connection with leave under AR 3.07.005. This limited PDL paid disability benefit is considered "other wage replacement sources" under Section 5 of AR 3.07.005 and should be treated as such. Employees desiring to use other leaves are subject to all normal rules, policies and procedures that apply to those other leaves. Employees should consult with Fire Administration and Human Resources for questions about parallel or concurrent use of various leave types.

1038.7 PROCEDURE

The following procedures apply to all employees requesting usage of limited PDL paid disability benefit:

- (a) Employees who wish to use pregnancy disability leave (and seek the allowable limited PDL paid disability benefit) shall provide Fire Administration and Human Resources with 30 days of advance notice per AR 3.07.005.
- (b) Once approved, employees are responsible to track the limited PDL paid disability benefit hours in the Department's timekeeping system using the appropriate time off code. Only up to the allowable number of hours may be submitted and paid.

1038.8 REINSTATEMENT FOLLOWING LEAVE

Reinstatement following leave for any Pregnancy Disability Leave is governed under AR 3.07.005 and State Law.

Refer to the Department's "Modified Duty and Return to Work" policy for additional information.

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1038.9 RESPONSIBILITY

Fire Administration should work with the Human Resources Department to review requests for leave and any request to return to duty under temporary modified duty limitations. The Human Resources Department should advise Fire Administration and inform employees of their rights and responsibilities. (Refer to the Department's Modified Duty and Return to Work Policy). Fire Administration is responsible to ensure that any hours of limited PDL paid disability benefit are appropriately tracked in the Department time keeping system, including exports into the City payroll system.