



## OB Disability

Please notify your employer about your upcoming maternity leave. Once you do that you may receive disability forms from your employer to be completed. This is separate from the state disability insurance. All forms that need to be completed should be dropped off at your provider's office (signed) or emailed to the disability coordinator as a PDF ([ocw.disability@hoag.org](mailto:ocw.disability@hoag.org)). **Please include the first day of your disability leave and the day you plan to return to work.**

**Note:** Some companies will require additional information for your leave, such as office visits notes from your pregnancy, imaging/lab results, delivery notes/hospital discharge notes etc. This will require us to obtain a medical release form from you. If that is the case, the disability coordinator will reach out to you via the patient portal or email to complete a medical release form.

### EDD (Employment Development Department)

You may apply for SDI (State Disability Insurance) through the state by applying online at [www.edd.ca.gov.com](http://www.edd.ca.gov.com), or by submitting an original EDD form to our office. Please note: the process takes longer than submitting one electronically if you decide to complete a paper EDD form.

### How EDD Works

The earliest you can be off work (without any medical reasoning) is 36 weeks in the state of California, this is for pregnancy. If you need to go out earlier than 36 weeks, the doctor **must** approve it, and the state will require a medical diagnosis which would be provided to the disability coordinator by the doctor.

### Submitting EDD Forms

When you are ready to apply for disability through the state, please make sure you complete an **SDI claim**. Once you've finished filing that claim, you will be provided a **receipt number**. **You will then need to email your receipt number to the disability coordinator ([ocw.disability@hoag.org](mailto:ocw.disability@hoag.org)).** Please do not send the receipt numbers through the patient portal as our system blocks it, and we cannot read them. You can also call us if you prefer with the receipt number. If you choose to do so, you may leave that number on our voice mail as it is confidential.

We will finish the remaining steps with the state once we have your receipt number. You will be informed by phone or the patient portal/email when it is finished.

**Please note** -When filling out your SDI claim online, you cannot put the same date for your last day worked with the first day of your disability.

After delivery, depending on how you deliver, the state allows 6-8 weeks off. This starts the day you deliver your baby. Your return-to-work date is the date after your 6-8 weeks off are complete. This return-to-work date will not reflect any additional PFL “baby bonding” time you are taking.

Vaginal delivery- 6 weeks (42 days)

Cesarean delivery- 8 weeks (56 days)

In case you require an extension due to POST-PARTUM complications, your doctor will get in touch with the disability coordinator. Please make sure you notify your employer in case they require additional forms to be completed. We will submit any required extension through EDD. Please remember *state disability is different than any forms required by your employer*. If an extension is required, your employer might get in touch with you to get more details.

### **PFL (Paid Family Leave)**

Once your SDI ends after the 6-8 weeks you may then apply for PFL (baby bonding) if you choose to for additional time off. EDD will notify you by email once its time to complete your PFL bonding form. Eight weeks of that time will be paid by the state. For those claims, our office does not need to do anything, the state approves the time off as you are entitled to it in the state of CA. You may receive a message that states you need a doctor’s signature; you can disregard it. The message is automatically generated whenever a PFL claim is filed.

### **Processing of Disability Claim**

- Any EDD forms completed electronically take 2-3 business days to show on the state website after we submitted the claim.
- The processing time for paper forms may be longer; following sending, it may take up to 6 weeks.
- There is a 7-day waiting period which is unpaid
- You should receive payment after 14 days.
- EDD uses a 7-day work week, not 5. Therefore, if your disability runs out on a Monday, Tuesday, etc. that would be the end date.

### Spouse Leave/Caregiver leave

We do not submit forms for PFL leave claims through the state for spouses and/or caregivers.

Their employer may require forms to be completed. If so, again, please send any forms to the disability email ([ocw.disability@hoag.org](mailto:ocw.disability@hoag.org)) or drop off at any office location.

### Types of Leave

- State EDD forms (EDD)
- State Disability Insurance (SDI)
- Short-term Disability (STD)
- Family Medical Leave Act (FMLA)
- Paid Family Leave (PFL)
- Leave of Absence (LOA)
- California Family Rights Act (CFRA)

### OCWMG Fees for Processing

- Each form that needs to be filled out costs \$15. If three or more forms are required, the MAX fee is \$45.00. This applies to any caregiver or spouse forms that must be processed.
- Any correction forms, extension forms, and return to work forms are NO CHARGE.
- We do not submit any form fees to insurance; these fees are non-negotiable unless stated otherwise.

**\*\*If you have any questions on this, please reach out to the disability coordinator. \*\***

## **Contact Information**

### **Orange Coast Woman's Medical Group**

24411 Health Center Dr. Suite 200

Laguna Hills, CA 92653

Disability Phone: 949-829-5533 Ext. 37348

Email: [ocw.disability@hoag.org](mailto:ocw.disability@hoag.org)

### **Employment Development Department (EDD)**

STATE OF CA

PO BOX 989777

West Sacramento, CA 95798-9777

Disability Phone: 1-800-480-3287

Paid Family Leave Phone: 1-877-238-4373

**\*\*THE BEST TIMES TO REACH A LIVE PERSON AT EDD IS WEDNESDAY-FRIDAY  
3:00 PM or LATER\*\***

## FAQs

- **I thought I cancel my claim once my baby is born and start PFL.**

No, you will complete your SDI claim before applying for PFL.

- **I delivered; do I need to do anything?**

EDD may reach out to you and ask how/when you delivered. If they do – please respond.

They will also notify you by email when its time to complete your PFL bonding form.

- **When can I take leave? How does this work? What do I need to do?**

The earliest you may take leave without medical reasoning is 36 weeks in the state of CA; the disability packet will explain step by step what you need to do.

- **How early can I submit any forms for my leave?**

If it is a form from your employer, you may submit that anytime during your pregnancy or whenever your employer allows. However, please make sure you are putting down your start date at 36 weeks. If it is for SDI and you are applying online the earliest you can apply is the first day of your leave.

- **When do I apply for PFL? What is PFL, and how does it work?**

You may apply for PFL once your SDI claim ends. PFL is Paid family leave; this means you can take additional time off through the state once your SDI claim ends (8 weeks) and will be paid. This additional leave is entitled to patients through the state of CA.

- **When do I get paid? How much? Do I get paid on the first day of leave?**

You will receive payment 14 days after your claim is submitted and processed. You will not receive payment for the first week of your leave; EDD has a 7-day waiting period. You will only receive 60-70 percent of your regular wage while on disability.

- **How does this work, I am a new mom, and this is my first time applying?**

You may submit any forms from your employer to any of our offices or email them as a PDF to our disability coordinator. For SDI claims through the state, you can go on their website and complete an SDI claim. Once completed, you will then send the receipt number provided to you to our disability coordinator via email, or you may call and leave it on the voicemail as it is confidential.

- **Can I email my forms?**

Yes, you may email them as a PDF to our disability coordinator at [ocw.disability@hoag.org](mailto:ocw.disability@hoag.org)



## Disability/FMLA Information Form

**State Disability Claims:** The state is now recommending that all claims be processed online. To initiate your Claim for Disability Benefits please follow the following steps:

1. Log on to the EDD website at [www.edd.ca.gov](http://www.edd.ca.gov)
2. Under the Claimants tab; click on "File for a Disability Claim"
3. Click on "Register for SDI Online"
4. After registering, complete the "Claim for Disability Insurance Benefits" application
5. E-mail your name, receipt number, claim number (if provided), and last 4 digits of your social security number to [ocw.disability@hoag.org](mailto:ocw.disability@hoag.org). In the subject line please put your name and receipt number.

\*If you are unable to process your claim online, we do have state forms available that can be filled out manually.

EDD will not allow you to submit your online claim **any earlier than the first day of your disability**. To check the status of your claim you can log into your EDD online account or call the EDD office directly at (800) 480-3287.

\*Please note: OB Baby Bonding cannot be completed prior to your disability ending.

**Short Term Disability and FMLA Forms (Employer Forms)** will be handled as requested. **Please make sure you complete and sign your portion.** If you would like your forms to be faxed directly to the recipient; please make sure to include the fax number with your forms. In order to process your forms in a timely manner, please include the following information on a separate sheet of paper:

1. First and last name (if not already on the forms)
2. First day of your disability or leave
3. Date of birth
4. Provider's name
5. Last 4 digits of your social security number

**\*\*\*The turnaround time for completion of all forms is 7-14 days.** Please submit your forms in advance if possible to ensure that they are completed by the deadline provided. You can submit your forms by fax to (949) 829-0965, Attn: Disability or Email: [ocw.disability@hoag.org](mailto:ocw.disability@hoag.org).

\*Form(s) will be completed by the order it was received.

**There is a \$15.00 processing fee for each form that has been completed** (exp. EDD, FMLA, work forms, independent ins. company, etc.). Payment will be collected at the time your forms are submitted. Copies will be sent upon request.

**If you have any questions or need assistance regarding disability please contact Disability Coordinator by email at [ocw.disability@hoag.org](mailto:ocw.disability@hoag.org) for a faster reply. If you decide to call, please call (949)829-5533 ext. 37348.** (Please note that the call back will be within 3 days)