

Processes for Eligible Employees Requesting Leaves of Absence

I. Protected Leaves

1. Family Medical Leave Act (FMLA)
2. California Family Rights Act (CFRA)
3. Pregnancy Disability Leave (PDL)
4. Americans with Disability Act (ADA)

A. Doctors' Notes.

1. When an employee presents a manager/supervisor with a doctor's note (See Attached sample doctor's note) that places the employee off of work for a period of time, the manager/supervisor must:
 - a. Note that the employee is absent for time-reporting purposes.
 - b. Forward the note to the Director of HR Operations.
2. The Director will then:
 - a. Examine the note for completeness.
 - b. Determine if FMLA/CFRA protections may be warranted.
 - c. Send the employee a ***FMLA/CFRA Designation Letter***.
 - i. If the note is complete and possesses enough information to properly designate the leave, the Director will send the employee a letter designating the leave as being covered by FMLA/CFRA.
 - ii. If the note is incomplete and/or requires additional information, the Director shall return the note to the employee and request follow up via the FMLA/CFRA designation letter. If the employee does not respond, then leave can be paid as sick leave if appropriate, but the employee will not receive FMLA/CFRA protections for the leave.
 - d. Forward copies of the note and the designation letter to Payroll.
Note: There is no payroll implication for a FT or PT employee.

B. FMLA/CFRA Leave Requests for the Employee's Own Illness.

1. When an employee requests a leave of absence for their own illness and seeks FMLA/CFRA protections, the manager/supervisor must:
 - i. Provide the employee with a ***Request for Family Medical Leave*** form.
 - ii. Complete Section I of the ***Medical Certification of Employee's Serious Health Condition*** and provide it to the employee.
2. The employee must then:
 - a. Complete the ***Request for Family Medical Leave*** form.
 - b. Complete Section II of the ***Medical Certification of Employee's Serious Health Condition*** form and sign it.

- c. Have their health provider: complete Section III of the *Medical Certification* form; provide the information requested in Section IV; sign the form.
 - d. Return the completed forms to their manager/supervisor.
3. The manager/supervisor will sign for acknowledgment of the request then follow the process described in Section A.1.
4. The Director of HR Operations will then follow the process described in Section A.2.

C. FMLA/CFRA Leave Requests for the Employee's Family Member.

1. When an employee requests a leave of absence for the illness of a family member and seeks FMLA/CFRA protections, the manager/supervisor must:
 - i. Provide the employee with a *Request for Family Medical Leave* form.
 - ii. Provide the employee with the *Medical Certification of Employee's Family Member's Serious Health Condition* form.
- b. The employee must then:
 - a. Complete the *Request for Family Medical Leave* form.
 - b. Fill in the first two lines of and complete Section I of the *Medical Certification of Employee's Serious Health Condition*.
 - c. Have their health provider: complete Section II; provide the information requested in Section III; sign the form.
 - d. Return the completed forms to their manager/supervisor.
- c. The manager/supervisor will sign for acknowledgment of the request then follow the process described in Section A.1.
- d. The Director of HR Operations will then follow the process described in Section A.2.

D. Pregnancy Leave.

The process for requesting a leave for pregnancy would be the same as described in Sections I.A. or I.B.

E. FMLA/CFRA Bonding Leave.

For this type of leave, the employee needs only to complete the *Request for Family Medical Leave* form. The processes described in Sections I.A.1. and I. A.2. will be followed.

II. Other Leaves

Miscellaneous Unpaid Leave.

- When an employee needs to take an unpaid leave, they need to complete the appropriate Long-term Leave of Absence Request (either for Academic or Classified) and submit the document to their manager/supervisor for review.
- The manager may approve or deny the request.