

# Medical Leave of Absence Department Checklist

## Upon Request or Awareness of Need for Leave of Absence:

**Employee should provide 30 calendar days advance notice when need for leave is foreseeable.**

1. Determine employee eligibility for FMLA/CFRA
2. Advise employee of leave options and to update timesaver with their leave time ASAP
3. Send FMLA/CFRA eligible employees the Notice of Eligibility of Family Medical Leave. If employee is not eligible, advise of reasons why within five business days of request for FMLA leave or from when the Department learns the leave is potentially FMLA qualifying.

Provide employee appropriate forms, which may include:

- a) Request for Leave of Absence Form (required)
  - b) Medical Certification Form (employee may also provide physician's own form)
  - c) Qualifying Exigency Certification (if applicable)
  - d) Care Counselors contact information: Monday to Friday, 8:30am – 5:00pm PST. 1-888-227-3334, [www.carecounsel.com](http://www.carecounsel.com).
4. Receive forms from employee and process leave in consultation with the Human Resources Disability Management unit. Follow up if not received.
- Obtain appropriate departmental authorization signatures on Leave of Absence form.
- Provide employee copy of leave request form.
- Provide Auditor Central Payroll a copy of department approved leave form.
- Track FMLA/CFRA/CPDL time in ePersonality and enter correct coding in TimeSaver.
- Check to be sure that the employee uses any eligible paid leaves down to the required maximum before beginning leave without pay (refer to MOU/Salary Resolution.)
- Provide employee with LTD information if applicable.
- Even if an employee doesn't qualify for FMLA/CFRA but pay status hours fall below 50% of normal hours in a pay period, send or fax a copy of the signed leave form to Auditor Central Payroll, ATTN: Leave Desk. Distribute all copies as specified on bottom of leave form.

5. If leave is longer than six months of LWOP, send original form to Human Resources Administration for their approval. Keep a copy for your records and for follow up. When form is returned, forward a copy to the Auditor Central Payroll office.

Remind employee to contact Auditor Central Payroll at 565-4690 to arrange for insurance premium contributions to ensure benefit continuation while on leave and to respond to all notices from them.

Retain records relating to the leave as required.

## **Request for Extension of Medical Leave of Absence**

### **Fifteen (15) Days in Advance of Leave Expiration**

#### **If an extension is required:**

1. Process updated medical status note from employee.
2. Update leave of absence form and send copy to Auditor Central Payroll to authorize additional insurance remittance coupons to be sent to employee.

#### **Upon return to work:**

1. If the leave was for the employee's own serious health condition, employee must provide the department with medical certification releasing them to return to work, noting any restrictions and duration. Check first if the original certification already provides a set return date.
2. If benefits were canceled during the leave, provide employee a new enrollment form in order to be re-enrolled. Submit completed form to Human Resources – Benefits Unit as soon as possible and no later than 31 days after the employee returns to work.

*For more information on medical leaves, please refer to the Medical Leave Policy available on the County's website.*