

HUMAN RESOURCES MEMORANDUM 00-032	DATE ISSUED: 10/25/2000
SUBJECT: THE DGS FAMILY AND MEDICAL LEAVE ACT (FMLA) AND THE CALIFORNIA FAMILY MEDICAL RIGHTS ACT (CFRA) POLICY AND PROCEDURES	REFERENCE: None
TO: PERSONNEL LIAISONS; ATTENDANCE CLERKS	SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

The FMLA/CFRA authorizes an eligible employee to take up to a total of twelve (12) workweeks of paid or unpaid, job-protected leave with employer-paid health, dental and vision benefits during a "rolling" twelve (12)-month period for specified family and medical reasons. The attached document provides complete information on the FMLA/CFRA.

Please provide all of your employees with a copy of the attachment. It contains procedures they must comply with when requesting any FMLA/CFRA leave.

This document also provides information for supervisors and attendance clerks as to their roles and responsibilities in regards to the administration of the FMLA/CFRA. In the future, the Office of Human Resources will be providing supervisors and attendance clerks with FMLA/CFRA training.

Questions on this memorandum or on the FMLA/CFRA should be directed to your assigned

Personnel Services Specialist or Personnel Analyst.

LYNN W. CATANIA, Manager
Personnel Operations Section

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cc: Assistant Personnel Managers
Personnel Services Supervisors
Personnel Services Specialists
Personnel Analysts