

HUMAN RESOURCES MEMORANDUM 11-028		DATE ISSUED: 08/26/2011
SUBJECT: Family Medical Leave Act (FMLA) & California Family Rights Act (CFRA)		REFERENCE: None
TO: Managers, Supervisors, Personnel Liaisons and Attendance Clerks		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

This memorandum is to provide managers, supervisors, Personnel Liaisons (PL) and Attendance Clerks (AC) with an informational packet and the process for FMLA and CFRA requests.

FMLA Poster

Employers are required to provide employees with a general notice about the FMLA through a poster, and either an employee handbook or upon hire. The poster is located at <https://www.dol.gov/whd/regs/compliance/posters/fmla.htm>

When FMLA notification is required

FMLA notification is required when an employee requests leave, if the employee is absent for three consecutive days or if the supervisor becomes aware of the employee's need for leave.

When there is a need for leave

The Attendance Clerk or Personnel Liaison should contact the Reasonable Accommodation and Medical Coordinator (RAC) **via e-mail** of the request or need for leave, and provide the following:

- Employee name
- Division
- Daytime phone number
- Date leave is to commence
- Reason for leave (i.e., self, family member, birth of child etc.)

Eligibility

The RAC will advise of eligibility by returning the [Notice of Eligibility and Rights and Responsibilities](#) (CalHR 752) to the Attendance Clerk (AC) or Personnel Liaison (PL).

Forms

Once eligibility has been established one of the following must be provided to the employee:

- [CalHR 754 \(Employee's Serious Health Condition\)](#)
- [CalHR 755 \(Family Member's Serious Health Condition\)](#)
- [CalHR 756 \(Military Family Leave\)](#)
- [CalHR 757 \(Military Caregiver's Leave\)](#)

All forms are available on the CalHR website at: <http://www.calhr.ca.gov/Pages/forms.aspx>

It is **mandatory** that a letter of acknowledgement is signed by the employee. The letter of acknowledgement is included in this package.

Forward the completed packet with medical certification to the RAC immediately upon receipt. The RAC will complete the [Designation Notice](#) (CalHR 753) and return it to the AC/PL.

Unless otherwise instructed the RAC will always indicate that leave credits will be utilized.

Forms to be completed by the RAC

A copy of each of these forms will be sent to the Attendance Clerk or Personnel Liaison by the RAC:

- [CalHR 752 \(Notice of Eligibility and Right and Responsibilities\)](#)
- [CalHR 753 \(Designation Notice\)](#)

Supervisor's Role

Once approved, the supervisor should meet with the employee and advise of expectations with regard to notification of absences.

Recording Time

The supervisor should coordinate with the PL or AC to ensure time is recorded accurately in the Project Accounting and Leave (PAL).

RAC Responsibility

The RAC will track usage of FMLA and inform employee, supervisor and PL or AC when usage has reached 10 weeks and upon exhaustion of leave.