## Family & Medical Leave Act (FMLA) California Family Right Act (CFRA)

FMLA/CFRA allows for job and benefit protections for up to **12 weeks** in a designated **12 month period**. You are eligible, if you have been employed with Placer County for a **minimum of 12 months** *and* have worked at least **1,250 hours** in the preceding 12 months (including Extra Help hours).

Leaves are granted for the following reasons:

- Employee's own serious health condition;
- To bond with your newborn child, or newly adopted child, or newly placed foster care child;
- To care for your spouse or California registered domestic partner, child, or parent, who has a serious health condition;
- To care for an eligible covered armed services member with a serious health condition or injury (up to 26 workweeks during a single 12 month period); or
- To support an eligible active military family member.

Once the Human Resources Department receives notification of your request for a leave of absence in Workday, your eligibility will be verified, and you will be notified of your status.

For bonding with a newborn, if both parents work for Placer County, this leave may be limited to a total of twelve weeks shared between both employees.

# LEAVE OF ABSENCE GUIDE

COUNTY OF Placer

**What You Need to Know About a Placer County Leave of Absence**

## Workers' Compensation

Workers' Compensation is mandated by California law and covers **job related injury and illness**.

To attend medical appointments and physical therapy you will be required to use your leave balances.

If you are disabled and unable to work due to a work related injury, you may be eligible for temporary total disability benefits. Workers' Compensation payments will be integrated with your sick leave until exhausted, and then other paid leave time will be used. Once balances have been exhausted you will be placed in an unpaid status for the duration of the approved leave.

Employees, except those eligible for Labor Code 4850 benefits, will complete and submit the Auditor-Controller's **Workers Compensation Integration** form and request a medical leave of absence in Workday prior to being integrated with Workers' Compensation.

## Additional Types of Leave

Contact the Human Resources Department if you have questions on the following types of leaves:

- **Bereavement Leave**
- **Educational Leave**
- **Personal Leave**

This **LEAVE OF ABSENCE Guide** is only intended as a guideline to inform you of the procedure for taking a leave. Since each situation is unique, consult with your supervisor and or the Human Resources Department about your particular needs.

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COUNTY OF Placer

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# LEAVES OF ABSENCES

## Employee Request

Prior to going on a leave of absence, you must request a leave by:

- Initiating a Leave **Absence Request** in **Workday**;
- If the leave is for medical reasons, submit a note from a **health care provider** stating the medical necessity for a leave of absence including the begin date and expected return date; and,
- An Auditor's Office **Notification for State Disability Insurance and/or Paid Family Leave Integration** form (if applicable).

To **request an extension** of a leave of absence, you must submit to your supervisor an updated note from your health care provider on or before the expiration of the current note on file.

## Using Leave Balances

**Sick leave** must be used while on a medical leave due to your own or an eligible family member's serious health condition. If you exhaust your sick leave, you are required to use your remaining leave balances prior to going into an unpaid status for the duration of the approved leave.

While on a leave of absence to bond with your newborn, newly adopted or newly placed foster care child, you will need to use all leave balances including **Vacation**, **Floating Holiday**, **CTE**, etc. (with the exception of sick leave) prior to going into an unpaid status for the duration of the approved leave.

If you are in an unpaid status and use **Management** or **District Attorney/Child Support Attorney Leave**, which is earned on a pro-rated basis, you may be required to pay back a portion of the hours.

## Benefit Premiums & Service Hours

You will continue to be responsible for your normal ***employee share*** of premium costs while on a leave of absence. Your benefit premiums will be paid through the payroll process and all your benefits remain intact when you are in a paid status using your leave accruals. If you are off payroll in an unpaid status (no remaining leave accruals), you will still be responsible for your normal ***employee share*** of premium costs and will be billed through Revenue Services. When you are in an unpaid status and you are not covered under FMLA/CFRA, you may become responsible for ***both the employee and employer share of the premiums***. If you fail to return to work from a leave of absence, you may be responsible to reimburse the County for all premiums paid by the County on your behalf, during the leave of absence.

Time without pay or when receiving SDI/PFL or Salary Protection benefits, will not be considered as service hours in computing probationary period, seniority, merit increases, longevity pay, vacation accrual rates, and/or any other service hours related to pay or benefits.

## Returning to Work

You should contact your immediate supervisor prior to your expected return to work date, for the arrangement and scheduling of work assignments.

If you are returning from a medical leave for your own serious health condition, you will also need to provide your supervisor with an **updated note from your health care provider** releasing you to return to work with an effective date.

If you are released to return to work with temporary work restrictions, the note from your health care provider should include the limitations as well as the estimated duration of the limitations.

Your supervisor will arrange for an interactive meeting to develop a temporary modified duty work assignment, depending on the nature of your job, and your limitations.

## State Disability Insurance (SDI) Paid Family Leave (PFL)

***(PPEO REPRESENTED EMPLOYEES)***

California State Disability Insurance provides covered employees with a weekly paid benefit for non-work related illness and/or injuries. SDI pays a **portion of the employee's salary.** When integrating with SDI/PFL an employee only uses a portion of their **leave balances** each pay period while on a medical leave. PPEO represented employees are covered by SDI/PFL and pay for the cost of these benefits. These wage replacement programs are administered by the State of California **Employment Development Department** (EDD).

PPEO employees may receive **Paid Family Leave** to provide care for their seriously ill parent, child, spouse, registered domestic partner, grandparent, grandchild, sibling or parent in-law. In addition, PFL allows for bonding with a newborn child, newly adopted child or newly placed foster care child. PFL provides up to **eight (8) weeks** of paid benefits in a **12 month period**.

**Here is how it works:**

- You apply on-line for SDI and or PFL by logging onto the State's Employment Development Department website at **www.edd.ca.gov**. Before you are eligible for the benefits, you must serve a **seven (7) calendar day** waiting period with SDI, there is **no waiting period for PFL**. You should apply on-line as soon as you know you will be out longer than seven (7) calendar days.

- Your leave balances will be coordinated with your SDI/PFL benefits so that between your County pay and the SDI/PFL payment, you will receive your regular pay and cover your employee share of insurance premiums.

  **Medical Leave** - Sick leave balances must be used until they are exhausted, for your own illness when integrating with SDI or if you are caring for an ill family member when using PFL.

  **Baby Bonding** - Vacation and/or other leave balances must be used with PFL to bond with your newborn child, newly adopted child or your newly placed foster care child. You may not use sick leave for "Bonding" leave.

- Notify your immediate supervisor and payroll staff by completing and submitting the Auditor's Office **Notification for State Disability and/or Paid Family Leave Integration** form, to begin the integration process.

- Until you submit the completed form to the Auditor's, your appropriate leave balances will be used based upon your scheduled hours to calculate your regular pay.

- If you apply for SDI/PFL at a later date, you will not receive retroactive benefit adjustments from Placer County.

## Salary Protection Plan

***(MANAGEMENT & CONFIDENTIAL EMPLOYEES )***

Depending on the length of your ***medical leave,*** you may be eligible for the County sponsored Salary Protection Program following a consecutive 20 workday waiting period. If you exhaust your sick leave, you will be required to use your remaining leave balances to integrate with Salary Protection prior to going into an unpaid status for the duration of the approved leave. This plan only applies for medical-self (excluding all other leave types).

## Military Leave

Military leave shall be granted in accordance with the provisions of state and federal law. If you are ordered to active military duty, you may be eligible for up to 30 calendar days of paid Military Leave in a fiscal year.

- You must notify your immediate supervisor and payroll staff by submitting a **Military Leave Form**; and,

- Provide a copy of your military orders.

While on a paid military leave, your benefits will continue as usual. If your leave extends longer than 30 days, you may use vacation and or other leave balances (with the exception of sick leave) to continue your pay and benefits. However, if you are in an unpaid status, you will be responsible for the full payment of your benefit premiums including the employee's and the County's share of your benefit premiums. If you wish to discontinue your medical, dental or vision coverage, you will need to notify Human Resources.