

Employer Process for Leaves of Absence

1. Discuss leave request with employee and review rights and responsibilities. Visit [HR Forms](#) and print the appropriate leave of absence form and medical certification form for employee to complete. If the employee is unavailable, complete the forms on their behalf and proceed to Step 2.
2. **WITHIN 5 BUSINESS DAYS** of the employee's request to take leave, payroll coordinator must determine the employee's eligibility for protected leave and notice the employee of their eligibility.

To determine whether the employee is eligible for FMLA, CFRA or PDL, the payroll coordinator will email HR_leave_mgmt@co.slo.ca.us and request eligibility.

- a. The email must include the following information:
 - i. Employee's Full Name
 - ii. Employee ID
 - iii. Employee's Department
 - iv. Date the leave is expected to begin
 - v. Date the leave is expected to end

IMPORTANT: Once eligibility is determined, the payroll coordinator must provide an eligibility determination notice to the employee. An email to the employee informing them of their eligibility is sufficient.

IMPORTANT: If the Employee is eligible for protected leave under FMLA, CFRA or PDL, the payroll coordinator must also provide the Employee with their rights and responsibilities. The rights and responsibilities form can be found on the Leave of Absence page on the County's external HR page as well as on MySLO.

If you have any questions about this please contact HR_leave_mgmt@co.slo.ca.us or your Human Resources Analyst.

3. When the complete leave packet is submitted by the Employee, the payroll coordinator sends completed leave request form, medical certification form and PAF to County HR for approval. Leave requests will not be approved without medical certification (when leave is for the Employee's serious illness or to care for a family member with a serious illness).
4. County HR sends completed leave forms back to the department payroll coordinator to keep in the Employee's appropriate file. The payroll coordinator sends a copy of the approved leave request to the employee.

5. If leave is approved by County HR, the payroll coordinator sends the requesting Employee the Leave Designation Letter (see [HR Forms](#) for template). The letter shall include all pertinent information related to the employees leave of absence, including how the leave will be designated (FMLA, CFRA, PDL, Other) and the length of the leave.
6. If leave is not approved, the payroll coordinator discusses any alternative leave options available to the Employee.
7. At least 2 weeks prior to the Employee's return to work, the payroll coordinator follows up with the Employee and reminds them to submit a return to work note from their doctor. The note must indicate any work restrictions, or their ability to return to work without restrictions.
8. If there ARE work restrictions, notify your Human Resources Analyst to coordinate the next steps which shall include an interactive process meeting.

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