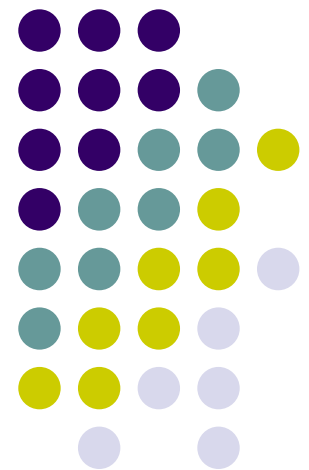


New Leave of Absence Process

Presented by:

UCDHS HR

Employee Labor Relations



Family and Medical Leave “Kit”...

- UCDHS Website:

<http://www.ucdmc.ucdavis.edu/hr/hr/index.html>



The screenshot shows a Microsoft Internet Explorer browser window displaying the UC Davis Health System Human Resources website. The browser's address bar shows the URL <http://www.ucdmc.ucdavis.edu/hr/hr/index.html>. The website's navigation menu includes links for HOME, JOBS, EHS, FORMS, SALARY PLANS, BENEFIT NEWS, and HR UNITS. The main content area features the UC Davis Health System logo and contact information for Human Resources: 2730 Stockton Blvd., Sacramento, CA 95817, Phone: (916) 734-2362, and Fax: (916) 734-3080. A group photo of staff is displayed next to the contact information. Below the photo, a list of links is provided, with an arrow pointing to the "Family and Medical Leave Kit" link. The other links include "Collective Bargaining Updates", "Paid Time Off (PTO) Benefit Program", "Exceptional Employment Benefits and Opportunities", "New Sexual Harassment Training Requirements for Supervisors (pdf)", "Recently Updated Sexual Harassment Policy, #380-12", and "UC Davis Health System Recognition Programs". A "Jobs" section is also visible, mentioning "Employment Opportunities Bulletin for UC Davis Health System positions in Sacramento and School of Medicine positions in Sacramento and Davis." The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock displaying 11:01 AM on Tuesday, 2/28/2006.

UC DAVIS
HEALTH SYSTEM

Human Resources
2730 Stockton Blvd.
Sacramento, CA 95817
Phone: (916) 734-2362
Fax: (916) 734-3080

Welcome to Human Resources.

[Family and Medical Leave Kit](#)
[Collective Bargaining Updates](#)
[Paid Time Off \(PTO\) Benefit Program](#)
[Exceptional Employment Benefits and Opportunities](#)
[New Sexual Harassment Training Requirements for Supervisors \(pdf\)](#)
[Recently Updated Sexual Harassment Policy, #380-12](#)
[UC Davis Health System Recognition Programs](#)

- [Jobs](#)
Employment Opportunities Bulletin for UC Davis Health System positions in Sacramento and School of Medicine positions in Sacramento and Davis.

Leave of Absence Form link ...



http://www.ucdmc.ucdavis.edu/hr/hr/ELR/fmla.htm - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.ucdmc.ucdavis.edu/hr/hr/ELR/fmla.htm

UC DAVIS HEALTH SYSTEM

HUMAN RESOURCES

UC Davis Health System Family and Medical Leave Kit

Human Resources supplies this kit to assist departments in handling the administrative aspects of a leave of absence under any of the following laws:

- Family and Medical Leave Absence under the Federal Family & Medical Leave Act (FMLA).
- Pregnancy disability Leave (PDL) under the California Fair Employment & Housing Act.
- Family and Medical Leave under the California Family Rights Act (CA-FMLA).

The kit contains all the forms needed to start, extend or terminate a leave of absence. However employees are not required to use these forms; anything that provides the same information is acceptable.

CONTENTS

- [Leave of Absence Checklist](#): A step-by-step guide for departments to respond to requests for leave.
- [Leave of Absence Form](#): A combined form for the employee to request leave and the department to make a response. Supervisor attaches Leave of Absence form to e-mail and sends to hr_records@ucdmc.ucdavis.edu in the Records unit. If the Leave of Absence form is for a resident or fellow, it should be attached to an e-mail and sent to steve.gutierrez@ucdmc.ucdavis.edu at the HR Housestaff Program.
- [Department Worksheet](#): A worksheet to assist departments in the completion of the Leave of Absence Form.
- [Notice to Employees](#): The department uses this document to give the employee notice of his or her rights under the laws listed above.
- [Medical Certification](#): A Health Care Provider can use this form to document the need for the leave.
- [Return to Work Clearance](#): A Health Care Provider can use this form to document that the employee is able to return to work.
- [Intermittent FMLA/PDL Tracking](#): The department uses this form to document intermittent absences as permitted by the law.

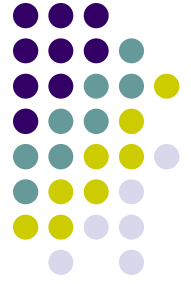
start | 11:10 AM Tuesday 2/28/2006

Leave of Absence Form...



UCDHS LEAVE OF ABSENCE FORM		
TIME SENSITIVE		
EMPLOYEE/RESIDENT/FELLOW: PLEASE COMPLETE & SUBMIT TO YOUR SUPERVISOR 30 DAYS IN ADVANCE IF POSSIBLE.		
Name:	Employee ID #:	
Department:	Title:	Home Phone #:
<input type="checkbox"/> Initial Request <input type="checkbox"/> Revision	Reason For Leave of Absence: <input type="checkbox"/> Own illness (not work related) <input type="checkbox"/> Care for ill Parent/ Domestic Partner/ Spouse/Child <input type="checkbox"/> Workers Compensation <input type="checkbox"/> Care for Newborn/Placed Child <input type="checkbox"/> Pregnancy Disability Date of Birth/Placement _____ Other must specify _____ (Military, Personal, etc)	
Start Date:		
Return Date:		
Employee's signature:	Date:	
DEPARTMENT: PLEASE COMPLETE THIS SECTION		
PAY STATUS:	"with pay" available _____ to be used _____ sick leave _____ vacation _____	"without pay" any time not on UC payroll including disability
CTO for non-FML use only (With the exception of CAN contracted employees)		
APPROVAL OF LEAVE REQUEST		
Reason:	Dates / Pay Status	
<input type="checkbox"/> Federal Family and Medical Leave (FML) (up to 12 work weeks)	Begin _____ End _____	with pay
<input type="checkbox"/> State Pregnancy Disability Leave (POL) (up to 16 work weeks) (concurrent with FML)	Begin _____ End _____	with pay
<input type="checkbox"/> State FML (Maternity/Bonding) (up to 12 work weeks) (California Family Rights Act)	Begin _____ End _____	with pay
<input type="checkbox"/> Worker's Compensation	Begin _____ End _____	with pay
<input type="checkbox"/> Other must specify (CNA Contractual Leave, Military etc.)	Begin _____ End _____	with pay
	Begin _____ End _____	with pay
Leave is denied for the following reason _____		
Supervisor or Department Head's signature:	Date:	Phone:

Original: HR Records Unit for Employees
 Resident / Fellow Program for Residents / Fellows
 Copies: Employee, Resident / Fellow, Department File, Benefits & Payroll RETAIN: 3 YEARS

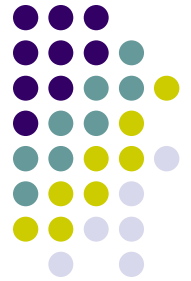


New LOA Process ...

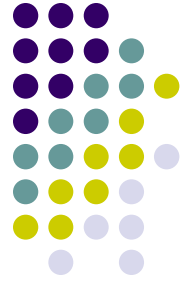
Completed Leave of Absence Forms are E-mailed to:

- HR Records Unit at: hr.records@ucdmc.ucdavis.edu,
 - Payroll at: irene.ram@ucdmc.ucdavis.edu, and
 - Benefits at: benefits@ucdmc.ucdavis.edu.
-
- Place a Copy of the LOA Form in Employee's Department File along with related documentation (Medical Certification, MD Notes, Military Orders, etc.)
 - LOA form is all that is E-mailed to HR Records Unit, Payroll and Benefits.
 - Medical documentation is kept in the Departmental File.
-
- For Residents and Fellows, the LOA form is E-mailed to steve.gutierrez@ucdmc.ucdavis.edu at the HR House Staff Program.

FAQ's...

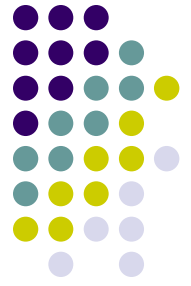


- **Do hard copies need to be sent after E-mailing the form to HR Records Unit?**
 - No, an E-mail is sufficient. Hard copies do NOT need to be sent to HR Records Unit.
- **Does Labor Relations need a copy of the LOA Form?**
 - No. LOA forms just need to be E-mailed to HR Records Unit, Payroll, and Benefits.
- **Are signatures needed?**
 - No. Neither employee nor manager signatures are needed when LOA form is sent via E-mail.
 - Reminder: Managers/Supervisors do need to insert information in the Dates/Pay Status Section of the LOA form, or HR Records Unit will return the form.



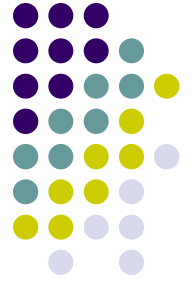
FAQ's (Cont'd)...

- Should Medical Certifications, MD Notes, Return to Work Clearances be sent to HR Record Unit?
 - No. Medical Certifications, MD Notes, Return to Work Clearances, etc. are NOT included in employees' personnel files due to the confidentiality of medical information.
 - Med. Cert's, MD Notes, etc. must be kept in Departmental files.



FAQ's (Cont'd)...

- What if the Return to Work Date is Unknown?
 - Include a tentative “return” date because HR Records Unit must insert start and return dates in the system.
 - Reminder: “Return date” is the first day the employee actually starts working again – not last day on leave.
 - A revised/amended LOA form should be e-mailed once a confirmed Return Date is known and/or to change/extend an employee’s leave.



FAQ's (Cont'd)...

- **What about Intermittent FMLA Leave?**
 - LOA form does NOT need to be submitted if an employee is taking a day off here and there for Intermittent FMLA.
 - Departments do need to track the time off to count against the 12 weeks of FMLA per calendar year.
 - FMLA Tracking Form is available with the Family and Medical Leave “Kit” on the HR website.