



County of Riverside

Human Resources Department

- ◆ Family and Medical Leave Act (FMLA) ◆ California Family Rights Act (CFRA)
- ◆ California Pregnancy Disability Act (PDL)

EMPLOYEE RESPONSIBILITIES CHECKLIST

Employee's Responsibilities

- ✓ **Give Advance Notice to your Supervisor.** As a County employee you are required to give 30 days' notice for foreseeable needs for FMLA, CFRA, and/or PDL. If an absence or leave cannot be anticipated 30 days in advance, you must give notice as soon as practicable, usually the same or next business day after learning of your need for leave. If 30 days notice was not given the County has the right to ask you to explain why it was not possible to give 30 days notice of your need for leave. If the reason given is not sufficient the County may delay your leave.
- ✓ **Complete and Return Required Forms.** You are required to send your Department Designee the completed leave forms within **15 calendar days** of the effective date of your leave. If you are taking a FMLA/CFRA leave you will be required to provide a completed certification or sufficient documentation appropriate to your leave.

If your medical certification is incomplete or insufficient, you will be given seven (7) calendar days from the date of the notice to correct the deficiencies. If it is not practicable for you to provide the additional information within the required timeframe, you must notify your Department Designee prior to the expiration of the seven (7) days. Failure to submit complete and sufficient information in a timely manner may cause your leave to be delayed or denied. The request form is available in the HR Toolbox at www.workforceexchange.net.

- ✓ **Communicate Regularly with Your Supervisor.** If you are taking intermittent leave you must notify your department when you call in that the leave is being taken under FMLA, CFRA, and/or PDL. Additionally, you must contact your supervisor when there is a change in the circumstances of your leave and for other required information.
- ✓ **Notify Your Department if You Choose to Use Leave Balances.** In certain leave instances the County does not require you to use accrued leave balances. In the event you are not required to use accrued paid leave while taking FMLA/CFRA entitlement, you will have the option to use sick, vacation, and/or other leave balances, provided they meet any applicable requirements of the MOU and department leave policies. You must indicate your request to use leave balances on the Leave Request Form. The Leave of Absence Request form is available in the HR Toolbox at www.workforceexchange.net.
- ✓ **Continue to Pay Your Insurance Premiums.** While you are on FMLA or CFRA leave, the County is required to maintain your coverage under our group health plans, under the same conditions as coverage would have otherwise been provided. While on unpaid leave you must continue to pay your portion of the premiums. You may be required to use available and appropriate leave balances to pay for your leave (see the Use of Accruals for Family and Medical Leave chart for details) or you may voluntarily elect to do so in circumstances where the use of leave balances is not required. If your leave balances are sufficient to cover your

premiums, your premiums will be deducted. If you fail to pay your share of premiums while on FMLA or CFRA protected leave, the County will pay them on your behalf and will collect these premiums from your pay warrant when you return from leave. If you do not return from leave you may be responsible for repayment of Flexible Benefit Credits.

You may choose not to retain group health plan coverage during FMLA or CFRA leave. It is your responsibility to request the termination of coverage by submitting a completed Benefit Election form within 60 days of beginning your FMLA or CFRA leave and for requesting reinstatement of coverage within 60 days of your return from leave by completing and submitting a new Benefit Election form upon your return.

While on PDL or another unprotected Leave of Absence you will not be entitled to receive Flexible Benefits Credits. In the event you use available and appropriate leave balances while on leave, you may continue your elections for group coverage and your premiums will be deducted from your pay warrants. If you exhaust your leave balances while on leave, you will lose eligibility for group coverage and you will be offered continued coverage under the provisions of the Consolidated Omnibus Reconciliation Act (COBRA). When you return from leave you will be eligible to re-elect group coverage by completing a new Benefit Election form. You will be responsible for any premiums paid by the County on your behalf while on leave. The premiums owed will be collected from your pay warrant when you return from leave.

- ✓ **Request Additional Leave if Needed.** If you need additional Family/Medical leave beyond the 12 weeks (or 26 weeks to care for the serious injury or illness of a covered servicemember), you must submit an Official Leave of Absence request at least five (5) days prior to the expiration of your current leave. It is important to note that approval of an Official Leave of Absence request is not automatic. Leave requests will be evaluated based on your department's operational needs, workload demands, and ability to accommodate your continued absence. The Leave of Absence request form is available in the HR Toolbox at www.workforceexchange.net.
- ✓ **Provide a Return to Work Statement.** If you are on leave due to your own serious health condition, you are required to submit a return to work statement from your health care provider prior to being allowed back to work. If you fail to provide this certification, the County may deny or delay reinstatement until the certification is submitted.

If your health care provider has given you temporary work restrictions, you may be eligible for the County's Return-to-Work Program. This program provides modified/transitional duty to employees recovering from work-related or non-work related illnesses and injuries. You will earn your regular, hourly wage and accrue benefits as applicable in your regular assignments. The hours you work in modified duty assignment do not count against your FMLA/CFRA/PDL entitlements. Additional information about the Return-to-Work Program is available in the HR Toolbox at www.workforceexchange.net.