

Employee Name (Last, First, Middle):	Employee ID Number:
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Other information needed: _____

No additional information needed.

If your leave does qualify as FMLA, CFRA, and/or PDL, your time off will be counted against these leave entitlements. Additionally, you will have the following responsibilities while on leave (**only the checked boxes apply**):

Contact the Benefits Information Line at (951) 955-4981, Option #1, to make arrangements to continue making your share of the premium payments on your health insurance to maintain health benefits while you are on leave. You have a 30-day grace period in which to make premium payments. If payment is not timely, we will maintain your coverage during FMLA/CFRA leave, and recover your share of these payments from you upon your return to work.

To the extent allowed by law, you will be required to use your applicable leave balances during your absence. Refer to the Use of *Accruals for Family and Medical Leave* chart for specific leave usage requirements.

While on leave you will be required to furnish us with reports of your medical status and intent to return to work as your status changes and prior to the expiration of your leave.

If the circumstances of your leave change and you are able to return to work earlier than the date indicated above, you will be required to notify the County at least two work days prior to the date you intend to return to work.

FMLA/CFRA LEAVE

If your leave does qualify as FMLA/CFRA leave, you will have the following **rights and responsibilities** while on leave:

- You have a right to take up to 12 weeks of leave in a 12-month period (calculated as a “rolling” 12-month period measured backward from the date of any FMLA/CFRA leave usage).
- You have a right under FMLA military caregiver leave to take up to 26 weeks of unpaid leave in a single 12-month period to care for a covered service member who has a serious injury or illness incurred in the line of duty while on active duty. This 12-month period will commence on the first day of your approved caregiver leave.
- Your health benefits will be maintained during any period of FMLA/CFRA leave under the same conditions as if you continued to work.
- You must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from FMLA/CFRA-protected leave. (If your leave extends beyond the end of your FMLA/CFRA entitlement, you do not have to return rights under FMLA/CFRA.)
- If you do not return to work following your leave for a reason other than: 1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA/CFRA leave; 2) the continuation, recurrence, or onset of a covered service member’s serious injury or illness, which would entitle you to FMLA/CFRA leave; or 3) other circumstances beyond your control, you may be required to reimburse the County for the cost of health insurance premiums paid on your behalf during your leave.
- If we have not informed you that you must use accrued paid leave while taking your FMLA/CFRA entitlement, you have the option to use your sick, vacation, and/or other leave balances, provided you meet any applicable requirements of the MOU and department leave policies. Applicable conditions related to the substitution of paid leave are referenced or set forth below. If you do not meet the requirements for taking paid leave, you are responsible for following your department’s regular call-in procedures and **you must identify any applicable time off as FMLA/CFRA time.**
- For a copy of conditions applicable to sick/vacation/other leave usage, please refer to:
 - Memorandum of Understanding
 - *Use of Accruals for Family and Medical Leave* chart
 - Departmental Policies

PREGNANCY DISABILITY LEAVE

If your leave does qualify as PDL, you will have the following rights and responsibilities while on leave:

- You have the right to take up to four months of disability leave.
- You can take leave before or after a birth during any period of time you are physically unable to work because of pregnancy, pregnancy-related condition, or childbirth-related condition. (**Note:** All leave taken in connection with a specific pregnancy counts toward computing the four month period.)
- You have a right to request reasonable accommodation upon the advice of your healthcare provider; such as a transfer to a less strenuous or hazardous position for the duration of your pregnancy.
- Your leave entitlement under CFRA is not affected by any time taken under PDL.
- Your health benefits will be maintained during any period of PDL under the same conditions as if you continued to work.
- You must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from PDL or transfer due to PDL.
- When on intermittent leave, you are responsible for following your department’s regular call-in procedures and **you must identify any applicable time off as PDL time.**

Questions? Please contact your Department Representative using the information provided on the first page of this form.