

INSTRUCTIONS FOR COMPLETING THE NON-MEDICAL LEAVE OF ABSENCE FORM

The Non-Medical Leave of Absence Form is to be completed for military, personal (including non-FMLA/CFRA leave to care for a family member) and educational leaves only. (For medical leaves, see Medical Leave of Absence Form)

SECTION A – EMPLOYEE

- The form may be obtained from your Department Representative or from the HR Toolbox, Leave Forms page at www.rc-hr.com.
- Fill in your name, employee I.D. #, department name, date of hire, job title, contact address and phone number where you can be reached during your requested leave
- Type of Request
 - NEW: Use this option for initial leave request or when FMLA/CFRA/PDL has either been exhausted or you don't meet the requirement for these leaves
 - Complete projected leave dates (leave start date and anticipated end date)
 - Identify type of leave:
 - Military for employee – attach military orders
 - Military for spouse or domestic partner – attach copy of official notice of spouse's or registered domestic partner's leave from deployment
 - Personal (including care of a family member) – attach relevant detailed information to support your leave request
 - Educational – attach relevant detailed information to support your leave request and note program information and how it relates to your County employment
 - EXTENSION: Use this option to request extension of a previously approved leave
 - Fill in extension of leave date
 - Identify "Reason" or justification for the extension – attach relevant detailed information to support your request for leave extension
- Sign and date the document
- Submit to Department

SECTION B – DEPARTMENT (For Department Designee to complete)

- For leaves not exceeding 480 hours*, the Department Head has the approval authority. These hours are inclusive of any previous FMLA/CFRA/PDL or other leave hours used for the same event.
 - Check appropriate box (APPROVED, APPROVED W/MODIFICATION, NOT APPROVED)
 - If approved with modification, provide a brief explanation
 - Sign, date and forward to HR Services Team
 - HR Services Team forwards to Employee Services for processing
- For leaves exceeding 480 hours*, the Department Head recommends approval or denial.
 - If department recommends approval, sign and date the form
 - If department recommends approval with modification, note recommended modifications and attach brief explanation, sign and date the form
 - If department does not recommend approval, an explanation must be provided with the form. Sign and date the form
 - Forward to the HR Services Team for review (if applicable)
- For Military Leaves exceeding 30 days, please forward a current Leave & Earnings Statement (LES) to Payroll if the employee qualifies to receive military differential pay
- For employees returning from leave of absence:
 - Complete a *Return From Leave* form (available from the HR Toolbox, Leave Forms page at www.rc-hr.com.) and forward to the HR Services Team (if applicable)
 - HR Services Team (or department, as applicable) forwards to HR Employee Services for processing

SECTION D – HUMAN RESOURCES

- The Assistant CEO/Human Resources Director has final approval/denial authority on leave requests exceeding 480 hours.* This approval/denial authority has been delegated to the HR Services Managers
- After review, the HR Services Manager will note if the request is approved, approved with modification, or not approved, and may include any comments relevant to the decision
- When the request process is complete, the form will be forwarded to HR Employee Services for processing
- The HR Employee Services staff will process the leave request in PeopleSoft
- The HR Services Team will forward copies to the requesting department
- The Department Designee will notify the employee of the decision

*Hours total to include previous leave used for the same event.