



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

## **SUPERVISOR'S RESPONSIBILITIES CHECKLIST**

- ✓ **Refer Employee to Department/HR Leave Designee.** Once an employee makes you aware of a need for leave for family or medical reasons, the County is on notice of the employee's prospective need for leave, and you must refer the employee to the Department/HR Designee for follow-up.
- ✓ **Review Staffing/Coverage Needs.** In an effort to mitigate the operational impact of your employee's absence, you should review your current staffing levels and consider alternative staffing options (e.g., TAP, companion position, reassignment of work tasks) during the leave period, if necessary.
- ✓ **Maintain Accurate Timekeeping.** You must ensure that the employee's leave time is accurately recorded on their time sheet. For additional specific information on this topic, please refer to *Use of Accruals for Family and Medical Leave Chart*, located in the HR Toolbox/Leave Forms & Information page at: [www.rc-hr.com](http://www.rc-hr.com).
- ✓ **Maintain Employee's Position.** You are required to reinstate an employee to the same or equivalent/comparable position upon return from FMLA/CFRA leave (and to the same position for PDL). If you have any questions about this process, contact your Human Resources Services Team prior to making the reinstatement determination.
- ✓ **Maintain Communication with the Department/HR Designee.** You must keep the Department/HR Designee involved in the process and updates regarding each employee's leave, return, and accommodations. Communicating vital information is necessary to ensure compliance and effective leave management, as well as consistency and accuracy of information provided to the employee.
- ✓ **Follow up regarding Accommodation Needs:** In the event an employee has medical work restrictions, you have the ability to informally accommodate those restrictions if the need for the accommodation does not exceed 30 days. If you are unable to accommodate the employee during the initial 30 days OR if the need exceeds 30 days, you must refer the employee to the HR Services Team for follow-up regarding the Interactive Process, which is required under the Americans with Disabilities Act (ADA) and/or Fair Employment and Housing Act (FEHA). If the employee is a Public Safety member or has sustained a work-related injury, he/she may be eligible for temporary modified work through the County's Return-to-Work modified duty program. The employee should be referred to the HR Services Team or the Workers' Compensation Division of Human Resources for more information on this program.

- ✓ **Contact the HR Services Team.** If any difficulties arise with respect to the employee's leave status (e.g., employee does not report back to work on the expected date or does not follow proper call-in procedures), you should consult with the HR Services Team regarding any potential follow-up action.
  
- ✓ **For Additional Information.** If you need additional information about FMLA, CFRA, and/or PDL, please contact your Human Resources Services Team and/or visit the HR Toolbox/Leave Forms & Information page at: [www.rc-hr.com](http://www.rc-hr.com). There are numerous information resources available on this page, including a *Quick Reference Guide* to FMLA, CFRA, and PDL as well as a more comprehensive *Guide to Family and Medical Leaves*.