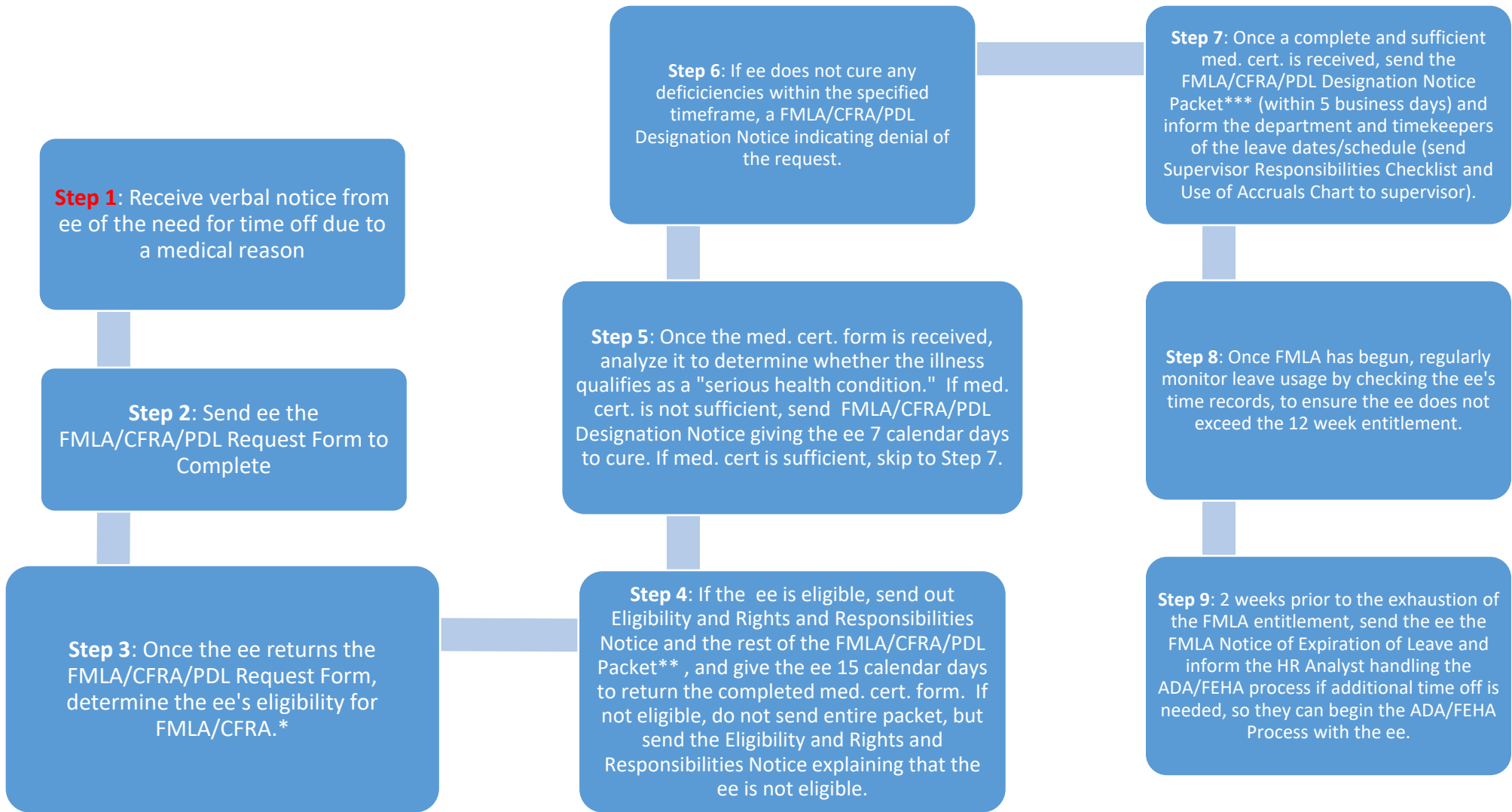


# Workflow of Basic FMLA/CFRA/PDL Process – **No Medical Documentation Received at Step 1**



## Workflow of Basic FMLA/CFRA/PDL Process – **No Medical Documentation Received at Step 1**

\*When determining FMLA/CFRA leave eligibility, determine whether the employee has worked for the County for at least one year and has worked at least 1250 hours in the previous 12 month period. Additionally, determine whether the employee has used any FMLA/CFRA hours in the previous 12 month period. ***Note: For pregnancy-related requests (PDL), the employee does not have to have worked for the County at least one year and worked 1250 hours in the previous year to be eligible for PDL.***

### **Forms Used**

FMLA/CFRA/PDL Request Form

#### **\*\*Forms Used in FMLA/CFRA/PDL Packet:**

Eligibility and Rights and Responsibilities Notice

Links to Important FMLA/CFRA and/or PDL Information form

#### **\*\*\*Forms Used in FMLA/CFRA/PDL Designation Notice Packet**

Designation Notice

Links to Important FMLA/CFRA and/or PDL Information form

#### **Forms Sent to Supervisor Once Leave is Designated**

Supervisor Responsibilities Checklist

FMLA Use of Accruals Chart