Workflow of Basic FMLA Process Steps - With Medical Documentation Received at Step 1

Step 1: Receive a doctor's note or other medical documentation from the ee stating the need for leave.

Step 2: Determine the ee's eligibility for FMLA/CFRA/PDL.*

Step 3: If the ee is eligible for FMLA/CFRA/PDL, analyze the doctor's note to detemine if it's complete and sufficient. If the ee is not eligible, send the Eligiblity and Rights and Responsibilities Notice stating the ee is not eligible.

Step 6: If ee does not cure any deficiciencies within the specified timeframe, send the FMLA/CFRA/PDL Designation Notice indicating denial of the request.

Step 5: Once the med. cert. form is received, analyze it to determine whether the med. cert. is complete and sufficient. If med. cert. is not complete and sufficient, send Designation Notice giving the ee 7 calendar days to cure. If med. cert is complete and sufficient, skip to Step 7.

Step 4: If the doctor's note is complete and sufficient, send the ee the FMLA/CFRA/PDL Packet** (without the blank med. cert. form) and the FMLA/CFRA/PDL Designation Notice Packet*** approving the request and skip to Step 7. If the doctor's note you received at Step 1 is not sufficient, only send the FMLA/CFRA/PDL Packet**, and give the ee 15 calendar days to return the completed medical certification form.

Step 7: Once a complete and sufficient med. cert. is received, send the FMLA/CFRA/PDL Designation Notice (within 5 business days) and inform the department and timekeepers of the leave dates/schedule (send Supervisor Responsibilities Checklist and Use of Accruals Chart to supervisor).

Step 8: Once FMLA/CFRA/PDL has begun, regularly monitor leave usage by checking the ee's time records, to ensure the ee does not exceed the 12 week entitlement.

Step 9: 2 weeks prior to the exhaustion of the FMLA time, send the ee the FMLA Notice of Expiration of Leave and inform the HR Analyst handling the ADA/FEHA process if additional time off is needed, so they can begin the ADA/FEHA process with the ee.

Workflow of Basic FMLA Process Steps - With 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

**Forms Used in FMLA/CFRA/PDL packet:

Eligibility and Rights and Responsibilities Notice
Links to Important FMLA/CFRA and/or PDL Information form (with appropriate forms listed)

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

Designation Notice

Links to Important FMLA/CFRA and/or PDL Information form (with appropriate forms listed)

Notice to Department once Leave is Designated

Supervisor Responsibilities Checklist FMLA/CFRA/PDL Use of Accruals Chart