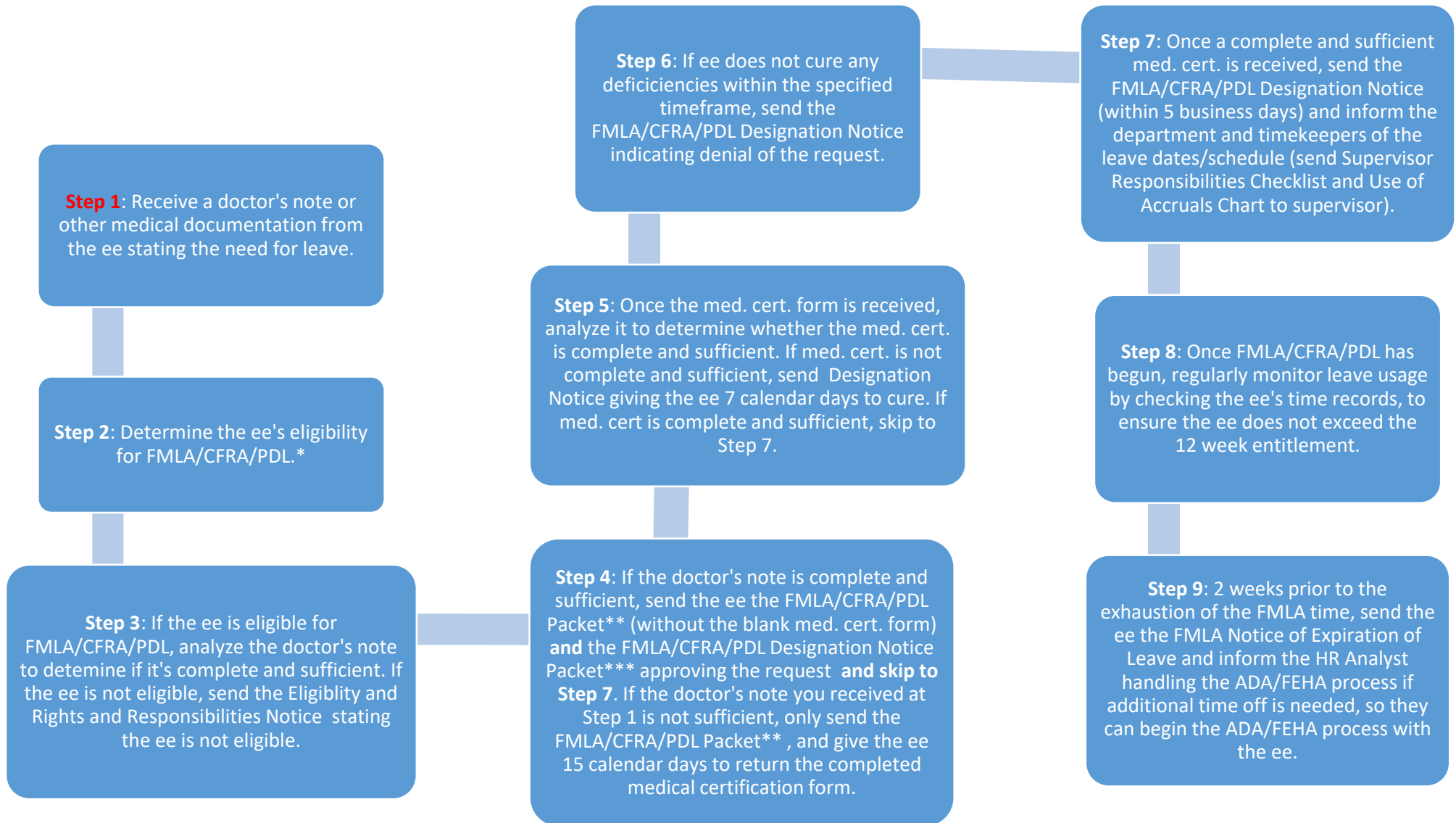


Workflow of Basic FMLA Process Steps – With Medical Documentation Received at Step 1



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