

# INTERMITTENT LEAVE OF ABSENCE REQUEST FORM

(Including FMLA / CFRA Leaves and FFCRA COVID-19 Expanded FMLA)

*This form should be used for all requests for leaves of absence from duty, paid or unpaid except for approved work related injuries/claims.*

**I. NOTICE OF FMLA/CFRA AND COVID-19 FFCRA EXPANDED FMLA:** Family Medical Leave Act (FMLA) & California Family Rights Act (CFRA) & COVID-19 Families First Coronavirus Response Act Expanded FMLA allows eligible employees 12 weeks or 480 hours of protected time off. Where applicable, the time period of your leave will automatically be covered under FMLA/CFRA/FFCRA, unless you advise your supervisor immediately that you disagree with the determination.

**II. GENERAL INFORMATION:**

Name: \_\_\_\_\_ Classification: \_\_\_\_\_ Date: \_\_\_\_\_

Employee ID #: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Department/Division: \_\_\_\_\_ Pony: \_\_\_\_\_ Supervisor's Name/Phone: \_\_\_\_\_

**III. DURATION OF THE REQUESTED LEAVE:** Leave Starts On: \_\_\_\_\_ Expected Return Date: \_\_\_\_\_

Is this an extension of an existing leave? Yes  No

If yes, indicate your original leave dates: From: \_\_\_\_\_ To: \_\_\_\_\_

**IV. TYPE OF LEAVE: (Check All That Apply)**

Please see the reverse side of this form for descriptions of the various types of leaves of absence.

- |   |  |
|---|--|
| <input type="checkbox"/> <b>A COVID-19 FFCRA Expanded FMLA for Childcare</b><br>Please provide your proposed modified work schedule   | <input type="checkbox"/> <b>D Parental Leave of Absence (FMLA/CFRA)</b><br>Please include information on how you plan to schedule your time away from work |
| <input type="checkbox"/> <b>B Leave of Absence for Illness or Injury (FMLA/CFRA)</b> Medical Certification form must be completed by your health care provider and included with your paperwork | <input type="checkbox"/> <b>E Military Leave of Absence (FMLA/CFRA)</b><br>Please attach a copy of orders or supporting documentation                      |
| <input type="checkbox"/> <b>C Leave of Absence for Personal Reasons</b><br>Please provide supporting documentation  | <input type="checkbox"/> <b>F Educational Leave</b><br>Please attach Educational Leave Form  |

**V. PAY STATUS DURING THE LEAVE:**

I request: Paid leave: Yes  No  Some paid leave and some unpaid leave Yes  No   
Unpaid leave: Yes  No

Please identify the number of hours you wish to use OR the priority in which you wish to use your hours. For example, for two weeks off you can enter 40 hours vacation and 40 hours of Comp time. Or, you can put a #1 priority for Vacation and #2 priority for Comp Time. By "prioritizing" you will exhaust all time in the order preferred, if applicable. *Please feel free to call your Payroll Specialist for assistance.*

Code	Description	Hours	Priority	Code	Description	Hours	Priority
635	FFCRA COVID-19 Emergency Sick Leave			048	Holiday Hours		
035	Sick Leave			055	Jury Duty		
041	Vacation Hours			056	Military Leave		
090	VTO Hours			057	Educational Leave w/pay		
052	Comp/Admin Hours			061	Leave w/o Pay		

**FOR COVID-19 LEAVES ONLY:** Please indicate your anticipated schedule during leave:

\_\_\_\_\_ Hours per Day/ \_\_\_\_\_ Days per Week/ \_\_\_\_\_ Weeks per Month

Additional Comments:

**The remaining period of Emergency Expanded FMLA (up to 10 additional weeks) is paid at 2/3's of your regular rate of pay with a maximum of \$200 per day.** Employees may choose to supplement this amount with available paid leave hours in order to receive full pay. Note: For some employees, Federal Emergency Paid Sick Leave also has a daily cap on compensation and employees may wish to use other available paid leave hours to supplement such amounts.

- TO USE AVAILABLE PAID LEAVE HOURS TO SUPPLEMENT THE DAILY PAY CAPS IN THE FFCRA IN THE ORDER SPECIFIED BELOW**
- TO NOT USE ANY FORM OF AVAILABLE PAID LEAVE HOURS TO SUPPLEMENT THE DAILY PAY CAPS IN THE FFCRA**

Please identify the number of hours you wish to use AND the priority in which you wish to use your hours.

Code	Description	Hours	Priority	Code	Description	Hours	Priority
635	Emergency Paid Sick Leave			041	Vacation Hours		
035	Sick Leave			052	Comp/Admin Hours		
061	Leave w/o Pay			048	Holiday Hours		

**VI. AUTHORIZATION(S):** *(I fully understand this leave request and have read the instructions and information on the front and back of this form. I understand I am responsible for the cost of my insurance benefits (outside of FMLA/FFCRA Expanded FMLA/CFRA coverage) and it is my obligation to contact the Benefits Division of the Human Resources Department to make arrangements for premium coverage, where applicable)*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/Manager: \_\_\_\_\_  
Print Name Signature Date

Division/Department Head: \_\_\_\_\_  
Print Name Signature Date

**Please return the completed Leave of Absence Form with additional supporting documentation, as noted above, to your supervisor. Your supervisor will review your request and send it to the Human Resources Department for processing.**

**VII. TO BE FILLED OUT BY COUNTY OF SAN MATEO HUMAN RESOURCES DEPARTMENT REPRESENTATIVE:**

**FMLA/CFRA/FFCRA Eligible:** Yes  No

Notes:

Human Resources Department: \_\_\_\_\_  
Print Name Signature Date

## Leave of Absence Instructions and Information

It is the policy of San Mateo County to provide family and medical leave to eligible employees in accordance with the Federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA). FMLA/CFRA allows eligible employees 12 weeks or 480 hours of protected time. In addition to FMLA/CFRA rights, the County has a generous leave policy for other types of leaves. See below for instructions and information about the type of leave you are requesting.

This **Leave of Absence Request Form** shall be used to request time off from work whether you are requesting leave to be paid or unpaid, for all reasons except for work related injuries. For work related injuries please refer to San Mateo County's Workers' Compensation Benefits Package which you may obtain from your payroll specialist or Risk Management. An employee granted a leave of absence, unless otherwise provided, has the right to return to a position in the same classification, or equivalent classification in the same department as he/she held at the time the leave was granted.

### A. COVID-19 FFCRA Expanded FMLA for Childcare

For more information about available leave during COVID-19 visit <https://hr.smcgov.org/covid-19-employee-resources>

### B. Leave of Absence for Illness or Injury (Medical Leaves for employees and/or their immediately family members)

A Medical Leave of Absence may be granted for up to 26 bi-weekly pay periods (one year), paid or unpaid, for the employee's own injury or condition. Medical Leaves may include leaves for childbirth, disabilities caused or contributed by pregnancy, miscarriage and abortion. Medical Leaves to care for an immediate family member who has suffered an injury or illness, under FMLA/CFRA can be granted for up to 12 weeks or 480 hours.

Medical Leaves require supporting medical documentation to include when the leave starts and the expected end date. If you are released to return to work with limitations/restrictions or you're unable to perform all of your tasks, please contact your supervisor immediately to discuss the possibility of returning you to work under a Temporary Work Assignment (TWA).

If you feel your condition qualifies for accommodations under the Americans with Disabilities Act (ADA) or the Fair Employment Act, please contact the County's ADA Manager at (650) 363-4738.

### C. Leave of Absence for Personal Reasons

A Leave of Absence for personal reasons may include an extended vacation. All vacation and holiday time must be used prior to being granted unpaid leave. Unpaid leave may be granted for a maximum of 13 full bi-weekly pay periods.

### D. Parental Leave of Absence

An employee may be granted a Parental Leave of up to 13 bi-weekly pay periods, during the period of one year following the birth of the employee's child or one year following the placement of a child within the employee's home in connection with the adoption or foster care of a child. An employee is not required to exhaust paid leave prior to being granted Parental Leave but may use up to 30 working days of sick leave. To be granted leave under this section, the employee must attach medical documentation of the expected due date or supporting documentation of the adoption or placement of a foster child. Minimum leave for Parental Leave is two weeks, except on two occasions where the leave may be granted for less than two weeks.

### E. Military Leave of Absence

The provisions of the Military and Veterans Code of the State of California shall govern military leave of County employees. Orders must be attached. Additionally, Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending counseling sessions, and attending post-deployment reintegration briefings. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service-member during a 12-month period. A covered service-member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty that may render the service-member medically unfit to perform his or her duties for which the service-member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

### F. Educational Leave of Absence with Pay

Educational leaves may be granted to employees for a maximum of 65 working days during a 52 bi-weekly period for the purpose of attending formal training or educational course of study. Eligibility for such leaves will be limited to employees with at least 13 bi-weekly periods of continuous service and who are not extra help or temporary. Such leaves will be granted only in cases where there is a reasonable expectation that the employee's work performance or value to the County will be enhanced as a result of the course of study. A separate Leave of Absence Request form must accompany this form.

### G. Other Leave

For more information regarding these types of leaves, refer to the County's Ordinance Code:

- Leave of Absence to Accept Temporary Employment Outside the County Government
- Leave of Absence to Accept a Position in the Unclassified Service
- Leave of Absence to Fill an Un-expired Term in an Elective Office
- Absence Due to Required Attendance in Court