Family Medical Leave Act

Revision and Approval

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<th>Revision</th>
<th>Date</th>
<th>Nature of Changes</th>
<th>Approved By</th>
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<td>0</td>
<td>12-05-2017</td>
<td>Original issue.</td>
<td>Steve Altman</td>
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Background

The process establishes Structure Construction (SC) roles, responsibilities, and procedures for determining eligibility and authorization when leave under the Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA) applies and administering it in accordance with procedures set forth by Caltrans (CT) Division of Human Resources (DHR).

Process Inputs

1. Employee request to use FMLA or CFRA leave.
2. Supervisor’s recognition of need for employee to use FMLA or CFRA leave.

Procedure

1. SC employees:
   a. Recognize when FMLA or CFRA leave is needed. Refer to Fact Sheet #28.
   b. Follow the guidance for requesting FMLA or CFRA in the Caltrans FMLA Guide.
2. SC supervisors:
   a. Recognize when an employee may need FMLA or CFRA leave, but has not yet been requested.
      • Discuss the FMLA or CFRA benefit with the employee.
   b. Verify eligibility of an employee to receive FMLA or CFRA leave. Refer to the Caltrans FMLA Guide and Supervisor’s Responsibility in the FMLA/CFRA Process.
c. Provide forms to employee. Refer to the Caltrans FMLA Guide and Supervisor’s Responsibility in the FMLA/CFRA Process.

d. Authorize FMLA or CFRA leave for eligible employees Refer to the Caltrans FMLA Guide and Supervisor’s Responsibility in the FMLA/CFRA Process.

e. Notify SC managers of status of employee FMLA or CFRA requests or problems with verification of employee eligibility or authorization.

3. SC managers:
   a. Monitor SC employees and SC supervisors for compliance with requirements for requesting, verifying eligibility, and authorizing use of FMLA or CFRA.

Process Outputs

1. Completed forms for FMLA or CRFA requests.
2. Appropriate use of FMLA or CFRA.

Attachments