



# Human Resources

## & Risk Management

COUNTY OF IMPERIAL

### LEAVE OF ABSENCE EMPLOYEE RESPONSIBILITIES CHECKLIST

The following checklist is intended to help employees review and understand their responsibilities when requesting a Leave of Absence with Imperial County.

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#### Employee Responsibilities

- ✓ **Give Advance Notice to Your Supervisor.** As a County employee, you are required to give a 30-day notice for foreseeable needs for FMLA, CFRA and/or PDL. If an absence or leave cannot be anticipated 30 days in advance, you must give notice as soon as practicable, usually on the same or next business day after learning of your need for leave. If 30 days' notice is not given, the County has the right to ask you to explain why it was not possible to give 30 days' notice of your need for leave. If the reason given is not sufficient the County may delay your request for leave.
- ✓ **Complete the Request for Leave of Absence.** You will need to complete the Request for Leave of Absence form and submit it to your supervisor or department designee for acknowledgement. Once acknowledged, your department will be required to forward the form to the HR designee.
- ✓ **Notify Your Department if You Choose to Use Accrued Hours.** Inform your department payroll unit or supervisor to coordinate the use of your accruals during your leave and to make any necessary arrangements prior to the start of your leave.
- ✓ Please note that accruals will be distributed evenly throughout the pay period, and holiday pay will be applied proportionally based on the total number of leave hours used per day.
- ✓ **Complete and Return Required Forms to HR.** You are required to send your HR designee the completed certification forms within **15 calendar days** from the date they are requested. If it is not possible for you to obtain completed forms within this timeframe, it is your responsibility to request an extension from your HR Designee in advance of the 15-day deadline.

Required forms to submit to Human Resources:

Certification of Health Care Provider for CFRA/FMLA (for own serious health condition or family member's serious health condition)

Supporting documentation relevant to the reason for leave, including, but not limited to, birth certificate, court orders, military orders, etc.

The completed Request for Leave of Absence form you provided to your department will be submitted to HR for review and processing.

- ✓ **Ensure Your Medical Certification is Complete and Sufficient.** If you are requesting a leave under FMLA, CFRA, and/or PDL, you will be required to provide **complete** and **sufficient** medical certification to support your request for leave.

If your medical certification provided is **incomplete** or **insufficient**, FMLA regulations require that the County give you the opportunity to correct these deficiencies within seven (7) calendar days from the date of the County's written notice to you. Examples of incomplete and/or insufficient documentation include, but are not limited to, the following:

- Medical certifications in which one or more applicable sections or entries are left blank.
- Medical certifications that contain vague information (e.g., "Employee needs to take occasional days off")



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- o If it is not practicable for you to provide the information to correct the deficiencies within the required timeframe, you must notify your HR Designee prior to the expiration of the seven (7) calendar days. Failure to submit complete and sufficient information in a timely manner may result in a delay of your leave.
- ✓ **Communicate Regularly with Your Supervisor.** Regardless of your leave status, it remains your responsibility to communicate regularly with your supervisor. If you are taking intermittent leave, you must notify your department when you call in that the leave is being taken under FMLA, CFRA, and/or PDL. Additionally, you must contact your HR Designee and your supervisor when there is a change in the circumstances of your leave. Failure to communicate on these matters could result in a delay of your request.
- ✓ **Follow Your Department's Call-In Procedures.** When utilizing FMLA/CFRA/PDL for an unforeseeable event, you must follow your department's call-in procedures when calling in to notify them of your absence on a particular day.
- ✓ **Continue to Pay Your Share of Insurance Premiums.** While on FMLA, PDL, and/or CFRA leave, employees are entitled to continue their health coverage under the same terms as if they were actively working. If you elect to use accrued leave balances during your leave and those accruals are sufficient to cover your benefit deductions, your portion of the premiums will continue to be deducted from your pay. If you are on unpaid leave of absence, you are responsible for paying your portion of all applicable benefit premiums, including medical, dental, vision, flex, supplemental life insurance, and any other elected benefits, to maintain active coverage. Failure to make timely premium payments may result in the termination of insurance benefits. Please note that once FMLA/CFRA/PDL entitlements are exhausted, the employee may also become responsible for paying the employer portion of benefit premiums to continue coverage. If you have voluntary products such as AFLAC, UNUM, Union dues, Deferred Compensation; Loans at work; etc., you must make arrangements with these providers directly to arrange payments.
- ✓ **Maintain Accurate Timekeeping.** You must ensure that your leave time is accurately recorded on your time sheet.
- ✓ **Request Additional Leave if Needed.** If you need additional family/medical leave beyond the protected leave period, you must submit a Request for Leave of Absence at least five (5) days prior to the expiration of your current leave along with the required supporting documentation. It is important to note that approval of an extended Request for Leave of Absence is not automatic. Leave requests will be evaluated based on your department's operational needs, workload demands, and ability to reasonably accommodate your continued absence. The Leave of Absence request forms are available at: <https://hr.imperialcounty.org/forms/>
- ✓ **Provide Return-to-Work Certification.** If you are on leave due to your own serious health condition, you are required to submit a return-to-work certification from your health care provider prior to being allowed back to work. Provide this medical clearance to your HR Designee. If you fail to provide this certification, the County may deny or delay reinstatement until the certification is submitted. Once submitted, HR will evaluate if a return-to-work examination with Public Health is needed. Any time taken to schedule or attend this appointment, or any change in schedule, will require you to utilize your accruals, and may impact your anniversary date.

If your health care provider has given you temporary work restrictions lasting 30 calendar days or less, you may be temporarily accommodated by your department either in your regular job or in a modified duty transitional assignment, if such work is available. If your work restrictions are beyond 30 days in duration, you should provide the doctor's note to your HR Designee, as you may be eligible for reasonable accommodation under ADA/FEHA.

- ✓ **Qualifying Events.** Employees may make changes to their health insurance coverage outside of the



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standard Open Enrollment period if they experience a qualifying life event. Qualifying events include, but are not limited to, a leave of absence, marriage, divorce, birth of a child, adoption, Medicare entitlement, or loss of prior coverage. It is the employee's responsibility to notify the Human Resources Benefits Unit and provide the appropriate supporting documentation (such as a birth certificate, marriage certificate, divorce decree, etc.) within thirty-one (31) calendar days of the qualifying event. Failure to submit the required documentation within the specified timeframe may result in the employee having to wait until the next annual Open Enrollment period to make changes. Necessary forms and additional information can be found on the Imperial County Human Resources & Risk Management website.

- ✓ **The granting of any leave of absence beyond fifteen (15) calendar days may cause your anniversary date to be postponed.** Such leaves include but are not limited to FMLA, CFRA, pregnancy disability (PDL), and leave pertaining to an on-the-job injury, regardless of whether you use your accruals (sick, vacation, compensatory time or other type of pay (i.e., donation of time). Employees' anniversary date will be postponed to a number of months equal to the nearest number of months for which the leave is granted. For probationary and promotional probationary employees, the probationary period will be extended by the number of days that the combined total of such leaves of absence taken during probationary period exceeds 15 calendar days, not counting holidays.
- ✓ **Donation of Time.** In the event you have exhausted your accruals and wish to request donation of time, please contact Human Resources to obtain additional information.
- ✓ **Retirement Contribution.** During the time of your leave of absence, holidays and retirement contribution will be paid in proportion to the hours used (vacation, sick or compensatory time). You can contact ICERS (Imperial County Employee's Retirement System) to make payment arrangements.

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## Employee Acknowledgment

I acknowledge that I have received, reviewed, and understand the County's Leave of Absence responsibilities and requirements, including my obligations regarding communication, submission of required medical documentation, benefit premium payments, return-to-work requirements, and compliance with applicable County policies and procedures while on leave. I understand that failure to comply with these responsibilities may affect my leave status, benefits, and/or employment.

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

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_