

Employee Serious Condition, Family Care, Care of Covered Service Member and Qualifying Exigency of leaves Checklist (FMLA/RIPFMLA Eligible):

- 1) **Provide Notice:** Provide advance notice of their need for leave whenever possible, particularly for foreseeable events such as planned medical treatments or the birth/adoption of a child. For FMLA leave, provide at least 30 days' notice when the need for leave is foreseeable, or as soon as practicable if the need for leave is unexpected but within two business days of the absence.
- 2) **Complete the Asana Leave of Absence Request form:** A Leave of Absence packet and information will be mailed to your home address after your leave of absence request has been processed.
Care for Employees Own Serious Health Condition Leave– An employee medical leave requires a physician statement which must be completed on [form WH-380-E](#).
Care for a Family Member Leave– A family medical leave requires a physician statement which must be completed on [form WH-380-F](#).
Care of Covered Servicemember Leave– You will need to include the [DOL \(Department of Labor\) form WH-385](#).
Qualifying Exigency Leave– You will need to include the [DOL \(Department of Labor\) form WH-384](#).
- 3) **Submit Documentation:** Submit required documentation to support their leave requests, as mentioned above. The employee will have 15 business days to complete the packet and return to Human Resources.
- 4) **Communicate Absences:** For intermittent leaves employees should notify their supervisor in a timely manner if they need to take FMLA time.
- 5) **Cooperate with Requests:** Cooperate with any reasonable requests from their employer for additional information or clarification related to their leave request, including providing updates on their medical condition or treatment progress as needed.
- 6) **Use Leave Appropriately:** Use leave time appropriately and in accordance with the City's policies and procedures. This includes avoiding abuse or misuse of leave privileges and adhering to any restrictions or limitations specified by their healthcare provider.
- 7) **Understand Return-to-Work Requirements:** Understand the City's requirements for returning to work after a leave of absence, including any documentation or clearance needed from healthcare providers and any expectations for transitioning back to full duties. If the LOA is for the employees own serious health condition a return to work note will be required.
- 8) **Seek Assistance if Needed:** Seek assistance or clarification from HR or their supervisor if they have questions or concerns about their rights or responsibilities regarding FMLA or other leave options.
- 9) If your leave was for birth of a child- Note: if you plan to add your child to your health benefits, you must do so within 30 days of the birth.

Military Leave Checklist:

- 1) **Provide Notice:** Provide advance notice of their need for leave whenever possible, When orders are giving verbally please communicate that to your supervisor and HR pending the physical copy of your orders. For FMLA leave, provide at least 30 days' notice when the need for leave is foreseeable, or as soon as practicable if the need for leave is unexpected but within two business days of the absence.
- 2) **Complete the Asana Leave of Absence Request form:** A Leave of Absence packet and information will be mailed to your home address after your leave of absence request has been processed.
***if the absence is for active duty no other documentation besides the leave orders are necessary.**
Care for Employees Own Serious Health Condition Leave– An employee medical leave requires a physician statement which must be completed on [form WH-380-E](#).
Care for a Family Member Leave– A family medical leave requires a physician statement which must be completed on [form WH-380-F](#).
Care of Covered Servicemember Leave– You will need to include the [DOL \(Department of Labor\) form WH-385](#).
Qualifying Exigency Leave– You will need to include the [DOL \(Department of Labor\) form WH-384](#).
- 3) **Submit Documentation:** Submit required documentation to support their leave requests, as mentioned above. The employee will have 15 business days to complete the packet and return to Human Resources.
- 4) **Cooperate with Requests:** Cooperate with any reasonable requests from their employer for additional information or clarification related to their leave request, including providing updates on their medical condition, treatment progress, or salary as needed.
- 5) **Seek Assistance if Needed:** Seek assistance or clarification from HR or their supervisor if they have questions or concerns about their rights or responsibilities regarding FMLA or other leave options.

Paid Parental Leave (Non-Union) Checklist:

- 1) **Provide Notice:** Provide advance notice of their need for leave whenever possible, particularly for foreseeable events such as planned medical treatments or the birth/adoption of a child. Note: FMLA time may run concurrently with paid and unpaid time. For Paid Parental Leave, provide at least 30 days' notice when the need for leave is foreseeable, or as soon as practicable if the need for leave is unexpected but within two business days of the absence.
- 2) **Complete the Asana Leave of Absence Request form:** A Leave of Absence packet and information will be mailed to your home address after your leave of absence request has been processed. *Paid Parental Leave Application-* Requires proof of live birth, such a crib card of birth certificate or placement date for adoption, foster care or legal guardianship.
- 3) **Submit Documentation:** Submit required documentation to support their leave requests, as mentioned above. The employee will have 15 business days to complete the packet and return to Human Resources. Paid Parental Leave will only be grant once the employees accrual balance is 70 hours or less.
- 4) If you plan to add your child to your health benefits, you must do so within 30 days of the birth.
- 5) **Understand Return-to-Work Requirements:** Understand the City's requirements for returning to work after a leave of absence, including any documentation or clearance needed from healthcare providers and any expectations for transitioning back to full duties. If the LOA is for the employees own serious health condition a return-to-work note will be required.
- 6) **Seek Assistance if Needed:** Seek assistance or clarification from HR or their supervisor if they have questions or concerns about their rights or responsibilities regarding FMLA or other leave options.

General Leave of Absence Checklist:

- 1) **Provide Notice:** Provide advance notice of their need for leave whenever possible, provide at least 30 days' notice when the need for leave is foreseeable, or as soon as practicable if the need for leave is unexpected but within two business days of the absence.
- 2) **Complete the Asana Leave of Absence Request form:** A Leave of Absence packet and information will be mailed to your home address after your leave of absence request has been processed. *General Leave of Absence Application-* Requires explanation and proof of the leave, if it is medical or personal in nature (i.e. medical documentation, plane tickets, religious requirements, etc.).
- 3) **Submit Documentation:** Submit required documentation to support their leave requests, as mentioned above. The employee will have 15 business days to complete the packet and return to Human Resources. Note: The final decision if the General Leave of Absences will be granted as paid or unpaid is determined by the CHRO.
- 4) **Understand Return-to-Work Requirements:** Understand the City's requirements for returning to work after a leave of absence, including any documentation or clearance needed from healthcare providers and any expectations for transitioning back to full duties. If the LOA is for the employees own serious health condition a return-to-work note will be required.
- 5) **Seek Assistance if Needed:** Seek assistance or clarification from HR or their supervisor if they have questions or concerns about their rights or responsibilities regarding FMLA or other leave options.

Paid Sick Leave Extensions (Union) Checklist:

- 1) **Provide Notice:** Provide advance notice of their need for leave whenever possible, provide at least 30 days' notice when the need for leave is foreseeable, or as soon as practicable if the need for leave is unexpected but within two business days of the absence.
- 2) **Complete the Asana Leave of Absence Request form:** A Leave of Absence packet and information will be mailed to your home address after your leave of absence request has been processed. *Paid Sick Leave Extension Application-* Requires proof of a serious illness, appropriate medical documentation outlining the illness and expected time out of work.
- 3) **Submit Documentation:** Submit required documentation to support their leave requests, as mentioned above. The employee will have 15 business days to complete the packet and return to Human Resources.
- 4) **Understand Return-to-Work Requirements:** Understand the City's requirements for returning to work after a leave of absence, including any documentation or clearance needed from healthcare providers and any expectations for transitioning back to full duties. If the LOA is for the employees own serious health condition a return-to-work note will be required.
- 5) **Seek Assistance if Needed:** Seek assistance or clarification from HR or their supervisor if they have questions or concerns about their rights or responsibilities regarding FMLA or other leave options.

Non-Union Sick Bank Leave:

- 1) **Provide Notice:** Provide advance notice of their need for leave whenever possible, provide at least 30 days' notice when the need for leave is foreseeable, or as soon as practicable if the need for leave is unexpected but within two business days of the absence.
- 2) **Complete the Asana Leave of Absence Request form:** A Leave of Absence packet and information will be mailed to your home address after your leave of absence request has been processed. *Non-Union Sick Bank Leave Application-* Requires proof of a medical emergency or natural disaster, appropriate documentation outlining the illness/disaster and expected time out of work.
- 3) **Submit Documentation:** Submit required documentation to support their leave requests, as mentioned above. The employee will have 15 business days to complete the packet and return to Human Resources.
- 4) **Understand Return-to-Work Requirements:** Understand the City's requirements for returning to work after a leave of absence, including any documentation or clearance needed from healthcare providers and any expectations for transitioning back to full duties. If the LOA is for the employees own serious health condition a return-to-work note will be required.
- 5) **Seek Assistance if Needed:** Seek assistance or clarification from HR or their supervisor if they have questions or concerns about their rights or responsibilities regarding FMLA or other leave options.