

Archdiocese of Los Angeles

Leave of Absence Guidelines for Managers

For most managers, leave of absence requests occur infrequently, so we strongly encourage you to call the Human Resources Department to review the steps for the leave process. We are glad to assist you and your employee through the leave process. The following are some basics to help you.

Leave of Absence Basic Steps

When you are notified that an employee must take time off from work, immediately give the employee the Archdiocesan Leave of Absence policy. For the complete policy and forms, please go to:

<http://www.la-archdiocese.org/org/hr/Documents/FamilyandMedicalLeavePolicy%28FMLA%29-Rev%202013.pdf> English

<http://www.la-archdiocese.org/org/hr/Documents/FamilyandMedicalLeavePolicy%28FMLA%29-Rev2013-SPAN.pdf> Spanish

1. Ask the employee to complete the Leave of Absence Request Form (A) and return it to you with a doctor's note (where applicable).
2. For FMLA leaves, only, the next step is to give the employee:
 - Form B: Notice to confirm eligibility for FMLA leave and advise employee of their rights and responsibilities during leave.
 - Form C: Notice to designate specific leave dates requested as an approved FMLA leave

The following are key points to emphasize with the employee:

- The date leave begins should coincide with the date of disability on the doctor's note. The date is very important since it is used to evaluate eligibility for leave extensions and when it is time to terminate benefits.
- Make sure at the beginning of the leave, that the employee understands that benefits will terminate, with eligibility to apply for COBRA continuation coverage at the end of 4 months. Only exceptions are 30 weeks possible for combined Pregnancy Disability (18 weeks)/Family Care Leave(12 weeks) and Military Caregiver Leave (26 weeks possible).

- The employee must keep you apprised of any changes in their leave status by providing updated doctor's notes as needed.
- The employee must make arrangements with you to pay **their portion only** of insurance premiums while on leave.
- All leaves are unpaid, but the employee may use sick, vacation or disability pay **where applicable**.
- Even if an employee has enough sick time to cover the entire leave or is receiving disability pay, the employee must complete a Leave of Absence request.
- **Maximum Length of FMLA Leave and Benefits:** The employee's job is protected for up to 4 months, but limited extensions are possible. All benefits must terminate if the employee cannot return by the end of 4 months. However there are 2 exceptions:
 - Pregnancy Disability + Family Care Leave: The employee may take up to 18 weeks for pregnancy disability leave plus up to 12 weeks family care leave to bond with her child. Maximum Leave and Benefits possible: 30 weeks
 - Military Caregiver Leave: An employee who is caring for a relative who is recovering from injuries suffered while on active duty may take up to 26 weeks leave with benefits covered for up to 26 weeks.
- Make sure you keep copies of all leave paperwork. This is very important to track leave, determine eligibility for leave extensions, and determine when benefits must be terminated.

For assistance with all Leave of Absence issues contact either Margaret Antczak (213) 637-7625 or Margie Rodriguez (213) 637-7371 in Human Resources. We will be glad to assist you.

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