



# The Protected Leaves Wrap-Up

If you have read our last three (3) newsletters, you have already learned a lot about Protected Leaves, including the various leave laws, understanding how to request a protected leave and submitting required documentation, and who you can go to for assistance in this process.

For our final newsletter, we are going to see how all these elements come together.

## The first steps in requesting a protected leave involve:



- Determining if your reason for taking time off qualifies for coverage under state or federal protected leave.
- Notifying your supervisor and your Department's Leave Management Unit to get the process started.
- Completing the forms in your leave packet and gathering any documentation you might need to support your leave request.



### IMPORTANT

## Important things to remember about protected leaves of absence:

- Protected leaves can be taken continuously, intermittently, or on a reduced schedule. It all depends on how your healthcare provider (HCP) has completed the Certification of Health Care Provider (CHCP) form.



- Be sure to carefully follow your Department's attendance policies and procedures. For example, if you are on an approved intermittent leave, make sure that you call out as expected and notify your supervisor that your absence is related to your protected leave.

- If you want to be paid during your unpaid leave of absence, work with your supervisor and/or Payroll Unit to make sure that they are applying the available accrued benefit time you want to use. Protected Leave timesheet codes will be provided to you by your Protected Leave Coordinator (PLC) so you will know exactly how to code your protected leave absences.



- If the time off on your CHCP form expires and you are still not well enough to return to work, notify your supervisor and PLC as soon as possible. They will help you with the next steps.

- In the event your HCP gives you restrictions or accommodations that you will need to follow when you return to work, your PLC will connect you with your departmental Disability Management Compliance (DMC) team for assistance. To learn more about the DMC program, click [HERE](#).



## Who Is Ready to Help You!

### **HCP**

Your physician or your family member's physician will be responsible for completing the CHCP form.

### **Immediate Supervisor**

Your supervisor is your first point of contact regarding notification about an upcoming need for leave and for guidance on whom to reach out to within your Department's Leave Unit.

### **Leave Management Unit**

Your Department's Leave Management Unit will guide you through each step of the protected leave process. Click [HERE](#) for a list of departmental Leave Management Unit email addresses.

### **Payroll Unit**

Contact your Payroll Unit regarding any questions on how accrued benefit time can be used in conjunction with your protected leave.

### **The Department of Human Resources' (DHR) Protected Leave Team**

You may reach out to the DHR Protected Leave Team for guidance or with any questions related to protected leaves of absence. You may contact us at: [ProtectedLeaves@hr.lacounty.gov](mailto:ProtectedLeaves@hr.lacounty.gov).

**For ease of reference, we have listed some commonly used terms below:**



- **California Family Rights Act (CFRA)** – The State of California's protected leave, which is similar to the federal Family and Medical Leave Act (FMLA) in that it provides up to 12 workweeks of job protection for eligible employees requiring leave for qualifying reasons.



- **Certification of Healthcare Provider (CHCP)** – Is a form included within the leave packet for completion by your or your family member's HCP.



- **Family and Medical Leave Act (FMLA)** – A federal law which provides up to 12 workweeks of job protection for eligible employees requiring leave for qualifying reasons.



- **Pregnancy Disability Leave (PDL)** – The State of California's protected leave law provides up to four (4) months of job protection for employees disabled by pregnancy.



- **Protected Leave Coordinator (PLC)** – Your go-to contact for anything related to protected leaves, such as initiating the protected leave process, informing you about your benefits, and providing you with information and instructions on how to navigate the leave process.

