

Harbor-UCLA Medical Center
DHS FMLA Unit Contact Information
ACGME Medical, Parental, and Caregiver Leave Guidelines

It is the responsibility of the Supervisor to provide the employee (i.e. trainee) with the contact information to the DHS FMLA Unit so the trainee may receive the appropriate instructions and forms to complete.

FMLA Leave Request

This is a request for the traditional FMLA leave. Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

DHS Harbor-UCLA FMLA Information and Documents: [Department of Health Services - FMLA - All Documents \(sharepoint.com\)](#)

**These documents can only be accessed via the Harbor Intranet*

DHS FMLA Unit: fmlaunit@dhs.lacounty.gov

ACGME Medical, Parent, and Caregiver Leave Guidelines

This is 6-week paid leave that is accessible to all residents and fellows. This request may be used for multiple events, and the events do not have to occur consecutively. *This leave is capped as 6 weeks for the entirety of a residents/fellows training program (whether that is 2 years or 5 years).*

With the exception of Baby Bonding, this leave is intended for an employee's own serious health condition or to provide care for a family member with a serious health condition. Medical documentation is required. Below is a list of qualifying family members:

Qualifying Family Members:

- Employee's Own Serious Health Condition
- Pregnancy/Prenatal Care
- Spouse
- Registered Domestic Partner
- Parent
- Child (Adult or Minor)
- Grandparent or Grandchild
- Sibling
- Designated Person

Requests should be submitted at least 30 days in advance when possible.

Before submitting your request to the FMLA unit, please ensure you have completed and signed the [Harbor-UCLA GME ACGME Leave Request Form \(Rev 4.26\)](#) and it has been submitted to the GME office.

In cases of emergencies, leave should be requested as soon as possible. Retroactive leave approvals may be granted if the request is made within a reasonable period.

Contact the DHS Protected Leaves Unit below to request instructions and forms.

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