



When Taking Leave

Follow the Checklist:

1. Notify your supervisor and your department's HR/payroll contact of your leave.
 - Discuss your leave balances and the status of your benefit elections.
 - Confirm your options for disability such as filing for State Disability Insurance (SDI) or a claim for short or long term disability, if applicable.
 - Note: If you have been approved for a disability claim under one of the County disability providers and want to save your sick leave balances, you MUST notify your department's payroll contact.
2. Return all requested paperwork for Family Medical (FML) or Pregnancy Disability Leave (PDL) promptly to your department.
 - If it is applicable, submit a birth certificate for your newborn promptly and contact Employee Benefits to add your baby to your County medical plan. This must be done within 60 days of the birth of your child.
3. Contact Employee Benefits to confirm the status of your Reimbursement Accounts (if you are enrolled).
 - Note: You will be unable to collect reimbursements for Dependent Daycare for services rendered during your leave.

And Don't Forget:

Benefits

- Your benefits will continue uninterrupted for the duration of your FML or PDL, regardless of the status of your leave as paid or unpaid.
- Any amount you owe towards your benefits while you are on leave will be collected once you return to work.
- Catastrophic Leave Donations will impact (stop) the payout of short term disability and long term disability benefits.

If You Are Not Returning To Work

- If you are unable to return to work at the end of your leave, contact your Departmental Human Resources Officer to discuss other leave options.
 - If you do not return to work, any amount you owe towards your benefits will be deducted from your final paycheck.

Unpaid Leave

- If you are on an unpaid leave following FML or PDL, your benefits will terminate and you will receive a COBRA notification to continue eligible benefits other than medical coverage.
- Continuation of Medical Insurance
 - The County will provide an enrollment opportunity for you to continue your current medical coverage at 100% of the cost or to elect a new medical plan. This will include enrollment in the Kaiser High Deductible Plan for which a County stipend is offered to offset the cost.