

This SOP implements Section 4.0 of the Policy Manual.

- A. Employees requesting a leave of absence for any reason must submit a Time Off Request and follow their department's internal procedures. Departmental payroll officers are responsible for informing the Human Resources Department (HR) of all requests for leave for medical reasons for periods lasting four or more days or for any intermittent period. Supporting documentation should be forwarded to Human Resources. The Program Compliance Officer of HR will then review the request for leave for coverage under the FMLA.
- B. In all cases and in order for Family and Medical Leave or Military Family Leave to be approved, all portions of one or more of the following must be completed and submitted to the Human Resources Department in a timely manner (forms may be obtained from the Human Resources Department):
- 1) Certification of Health Care Provider for Employee's Serious Health Condition;
 - 2) Certification of Health Care Provider for Family Member's Serious Health Condition;
 - 3) Certification of Qualifying Exigency for Military Family Leave; or
 - 4) Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave.
- C. Absent extenuating circumstances, Human Resources will use the Designation Notice to inform the employee within five (5) business days after receipt of all completed documentation whether the leave is protected under the FMLA and the conditions under which the leave is approved. A copy of the Designation Notice will be forwarded to the employee's immediate supervisor, the employee's Section Chief (where applicable) and/or to the departmental payroll officer/timekeeper.
- D. When any portion of the leave is known to be without pay, the employee must make advance arrangements with his/her department and the County Auditor to pay his/her employee contribution for benefits.
- E. If an employee is not able to return from leave as originally anticipated, the employee must request a leave extension or submit his/her resignation. Requests for extensions must be submitted in writing to Human Resources, as soon as the employee realizes that she or he will not be able to return at the expiration of the leave period, and no later than within one half hour of the employee's normal start time on the expected return to work date.

If an extension is requested, the Human Resources Department will determine the need for an additional:

- 1) Certification of Health Care Provider for Employee's Serious Health Condition;
 - 2) Certification of Health Care Provider for Family Member's Serious Health Condition;
 - 3) Certification of Qualifying Exigency for Military Family Leave; or
 - 4) Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave.
- F. Human Resources will provide the employee with a response to his/her application for an extension using the Designation Notice. A copy of the response will also be forwarded to the employee's immediate supervisor and departmental payroll officer/timekeeper.
- G. Human Resources will monitor the employee's attendance for the purpose of tracking the employee's eligibility for FML. Absences unrelated to the request of an FML qualifying leave will not be counted against an employee's entitlement to FML.