

## Leave of Absence Employee Checklist

### *Caring for Family Service Member Leave*

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|--------------------------|--|
| <input type="checkbox"/> | <p>Alert Human Resources and your Supervisor as soon as possible of your leave request, within reason, and provide the following:</p> <ol style="list-style-type: none"> <li>1. Employee name, department, and preferred contact email and phone number throughout entire leave process</li> <li>2. Anticipated start date (and end date if known)</li> <li>3. Leave reason</li> <li>4. Any information relevant to what your leave request entails (accommodations, reduced work schedule, continuous or intermittent leave)</li> <li>5. If preferred, availability for a 30-minute introductory leave meeting to review beginning steps</li> </ol> |
| <input type="checkbox"/> | <p>During your meeting, Human Resources will review the California Family Rights Act (CFRA)/ Family Medical Leave Act (FMLA), which are state and federal job-protected programs you may be eligible for, and how you may elect to be compensated during your leave (Sick/vacation, PFL)</p>   |
| <input type="checkbox"/> | <p>Human Resources will then follow up with</p> <ol style="list-style-type: none"> <li>1. Notice of Eligibility and Rights and Responsibilities (informs you if you are eligible for job-protected leave and <b>what is needed from you for it to be approved</b>)</li> <li>2. Any applicable state and federal notices for the aforementioned programs, such as <a href="#">the California Family Rights Act (CFRA)</a>/ <a href="#">Family Medical Leave Act (FMLA)</a></li> </ol>   |
|                          | <p><b>Your next steps in certifying your leave (getting the leave approved)</b></p> <ul style="list-style-type: none"> <li>• <b>Completing your <a href="#">KGI PFL forms</a>, inclusive of the certification form needing to be completed by your qualified family member's provider, and returning them to Human Resources</b></li> </ul>  |
| <input type="checkbox"/> | <p>Within 5 days of receiving certification form, Human Resources will follow up with a</p> <ol style="list-style-type: none"> <li>1. Designation Notice informing you if the leave is approved, or if there is additional information/clarification needed, and that it will be designated and counted as job-protected leave</li> <li>2. Notice to Employee informing you of the effective date of your leave of absence status change, along with details regarding the number of sick or vacation hours you will accrue during your leave and for the month</li> </ol>   |
| <input type="checkbox"/> | <p>Once leave is approved, <b>please inform your supervisor</b> of your confirmed leave start and end dates so they may plan accordingly</p>   |



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| <input type="checkbox"/> | Human Resources or The Claremont Colleges Services Disability Administrator will keep you updated on your case and notify you if they require anything additional to process your payments          |
| <input type="checkbox"/> | Human Resources will work with Information Technology to create an Out of Office for your KGI email before your leave starts; please be on the lookout for if they require any partnership from you |
| <input type="checkbox"/> | If there are any changes or extensions to your leave, please reach out to Human Resources for next steps  |