

PERSONNEL DEPARTMENT POLICY
San Luis Obispo County

Topic: Family Leave	
Subject: Leaves	Revised: August 2004
CSC Rule: n/a	Approval: _____
Location: P:\PERSONNEL DEPT. POLICIES - 2004\Final Policies 2004\LEAVES\Family Leave.doc	Date: _____
	Note: Original signed copy on file in Personnel Department.

Permanent County employees who have completed one year (12 months) of service are eligible to apply for Family Leave. Employees must have worked a minimum of 1,250 hours of service in the 12-month period immediately preceding the leave.

Written Notice: Whenever possible, Family Leave should be requested with 30-day advance written notice, and departments may require verification of the employee's stated reasons for requiring leave.

Family Leave reasons:

- Serious illness of the employee
- Serious illness of a child of an employee
- Leave to care for a parent/spouse who has a serious health condition
- Birth of a child of an employee
- Adoption of a child by an employee
- Placement of child with the employee for foster care

Maximum Leave: The maximum Family Leave provided by law is 12 working weeks in a 12-month period. Leave may be taken intermittently or on a reduced leave schedule under certain circumstances. The 12-month period is measured forward from the date the employee used Family Leave. Family Leave may be paid (employee using sick leave/vacation) or unpaid.

Pregnancy Leave: Other State and Federal laws govern the provisions of Pregnancy Leave. Pregnancy Leave may be used in conjunction with Family Leave to a maximum total leave time allowed under Federal and State law. The maximum statutory limit in all cases is 12 working weeks (Family Leave), plus four months (Pregnancy/Disability Leave).

Unpaid Family Leave: For an employee who is on unpaid Family Leave, the County will, for the 12 weeks of Family Leave, continue the County's contribution which is paid directly to the County-sponsored health, dental and vision plans.

Approved Extended Leave: After the 12 weeks of approved Family Leave, an employee who continues to be on an approved leave of absence may elect to use *not less than 20 hours per week* of the employee's accrued Sick Leave or Vacation in order to have the County continue to make the County's contribution toward maintenance of County-sponsored health, dental and vision plan coverage.

PERSONNEL DEPARTMENT POLICY
San Luis Obispo County

Cash Out: Employees who have waived County-sponsored medical coverage or employees who have a cash-out in excess of the insurance contribution must code *not less than 20 hours per week* of accrued leave during the entire period of Family Leave (or any other approved leave) in order to continue receiving a cash-out.

Insufficient Leave Hours: Employees who do not have sufficient leave hours to meet the minimum coding requirement must pay the entire cost of the health, dental and vision care premiums. The employee must arrange for the payment of premiums through the office of the County Auditor-Controller.

State Disability: Employees eligible for SDI (State Disability Insurance) may wish to coordinate SDI with County-paid time (Sick Leave/Vacation) while on Family Leave.