



## **LEAVE OF ABSENCE INFORMATION & RESPONSIBILITIES (CSU FMLA / CFRA & LWOP)**

### **CSU FMLA / CFRA OVERVIEW**

The California State University (CSU) administers leave in accordance with the federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA). Eligible employees may take up to 12 workweeks of job-protected leave in a 12-month period for qualifying reasons, including an employee's serious health condition, care of a family member with a serious health condition, bonding with a new child, or qualifying military-related events. Eligibility determination, leave designation, required notices, and FMLA/CFRA tracking are administered by the HR Leaves Unit.

### **FMLA / CFRA DOCUMENTATION & NOTICE TIMEFRAMES**

- Employees requesting medical leave must submit a completed medical certification to the HR Leaves Unit within 15 calendar days from the date the leave is requested, unless an extension is approved in accordance with applicable law.
- Upon receipt of sufficient information, the HR Leaves Unit will issue required FMLA/CFRA eligibility, rights, and responsibilities, and designation notices within five (5) business days.
- Failure to submit the required medical certification by the stated deadline may result in delay or denial of FMLA/CFRA designation, consistent with applicable law and CSU policy.

### **EMPLOYEE RESPONSIBILITIES**

- Notify the appropriate administrator of the need for leave as far in advance as possible (generally 30 days when foreseeable).
- Submit a completed Leave of Absence Request to the HR Leaves Unit. Incomplete requests may delay processing.
- Submit the required medical certification to the HR Leaves Unit by the specified deadline. Medical documentation must not be submitted to the department.
- Maintain communication with the HR Leaves Unit and the appropriate administrator regarding leave status and any changes.
- Submit a release to return to work (when required due to illness or injury) to the HR Leaves Unit prior to returning to work. Employees may not return until the required documentation is on file.



## **MANAGER / ADMINISTRATOR RESPONSIBILITIES**

- Notify the HR Leaves Unit when an employee has an absence of three (3) or more consecutive workdays.
- Refer employees to the HR Leaves Unit for absences exceeding three (3) days, patterns of absence, or medical-related absences.
- Do not request, receive, or evaluate medical documentation. Any medical information received must be forwarded to the HR Leaves Unit.
- Coordinate with the HR Leaves Unit regarding leave administration and FMLA/CFRA usage, as applicable.
- Provide a recommendation for Leave Without Pay (LWOP) requests based on departmental and University operational needs.

## **HR LEAVES UNIT RESPONSIBILITIES**

- Review Leave of Absence Requests and applicable medical documentation.
- Issue required FMLA/CFRA notices to the employee and the appropriate administrator.
- Communicate the required documentation and applicable deadlines to the employee.
- Track medical leaves and FMLA/CFRA usage in coordination with the department.
- Coordinate with the employee and administrator regarding leave designation and any changes to leave status.
- Route Leave Without Pay (LWOP) requests for final approval or denial to the Associate Vice President of Human Resources.

## **LEAVE WITHOUT PAY (LWOP) — COLLECTIVE BARGAINING AGREEMENT (CBA) NOTICE**

- Pay & Service Credit: LWOP generally does not count toward paid service credit, seniority, or time-based salary increases, unless otherwise provided by the applicable CBA or law.
- Benefits: Benefit eligibility and employee-paid premiums may be affected. Employees are responsible for applicable premiums during unpaid leave.
- Retirement: LWOP may impact retirement service credit and contributions in accordance with CalPERS or CalSTRS rules.
- Leave Accruals: Vacation, sick leave, and other accruals may not accrue during unpaid leave, consistent with the applicable CBA.



- Holidays: Paid holiday eligibility may be affected if an employee is unpaid during the holiday qualifying period.
- Return Rights: Reinstatement and return-to-work rights are governed by the applicable CBA, CSU policy, and the terms of the approved leave.



Employee Benefits, Leaves,  
Retirement & Accommodations  
Office of Human Resources  
[leaves@sfsu.edu](mailto:leaves@sfsu.edu) | [benefits@sfsu.edu](mailto:benefits@sfsu.edu)  
415-405-4004 | 415-338-1872 HR General