



Human Resource

Process and Procedures for Requesting a Leave of Absence

Employee Responsibilities

The employee will:

1. Discuss with his/her appropriate supervisor/manager the request for the leave.
2. Complete and submit the Leave of Absence Request form and all required documentation, to the appropriate supervisor/manager at least 30 days in advance of the leave, or as soon as possible. The Leave of Absence Request form will then be forwarded by the employee or appropriate administrator to Human Resources for eligibility and recommendation.
3. Make an appointment with the Leave Coordinator, SA 2600, (510) 885-3634 in Human Resources to review leave coordination and benefits coverage.
 - a. An employee on an approved Family Medical Leave, if eligible, will automatically receive University contributions for medical, dental, and vision coverage during an unpaid leave. The employee's portion of the medical will be retroactively deducted from the employee's check upon return from an unpaid FML.
 - b. An employee on an approved Leave of Absence Without Pay for more than one full pay period may elect to continue health benefits at their own expense by completing the Direct Pay Authorization forms and submitting payment directly to the plan carriers.
 - c. CSU voluntary plans such as life, disability, auto and homeowners insurance may terminate while on leave. Employees may contact individual carriers to pay the premiums directly.

5. Notify the employee of your approval or denial. Forward Leave of Absence Request to Human Resources.
6. If approved by Human Resources, department will be instructed to generate an e-SAF/e-FAF/Contract placing the employee on the appropriate leave plan (i.e., leave without pay, FML unpaid, Military leave, etc.). Human Resources will provide the effective date.
7. Monitor the employee's return to work date. Submit an e-SAF/e-FAF/Contract in order to reinstate employee from the Leave of Absence. Contact Human Resources for effective dates.

Human Resources Responsibilities

1. Leave Coordinator
 - a. Discuss leave programs and impact, if any, on benefits with employee.
 - b. Review the employee's request for eligibility/entitlement.
 - c. Determine eligibility for Leave of Absence.
 - d. Consult with the appropriate administrator regarding the employee and leave status.
 - e. Forward Leave of Absence Request to the Assistant Vice President of Human Resources.
 - f. Forward copies of the approved or denied Leave of Absence Request to employee and department.
 - g. Proceed with appropriate paperwork, if leave is approved.
 - h. Request that department generate e-SAFs/e-FAFs/Contract (if required), with effective dates provided by Human Resources.
 - i. Monitor return to work dates and medical certifications.