

Archdiocese of Los Angeles

**Leave of Absence
(FMLA, Pregnancy, Personal, Other)
Notice of Eligibility and Rights and Responsibilities**

Employee's Name _____ Location _____ Date _____

A. Notice of Eligibility

Employees are eligible to take leave for various reasons; this Notice applies to the leaves that are requested most frequently: Family and Medical Leave, Pregnancy Disability, Baby Bonding Leave, and Personal Leave. Each of these leaves has different eligibility requirements.

- **FMLA Leave:** Regular full-time and regular part-time employees who are regularly scheduled to work at least 20 hours/week in any job classification and have been employed by the Archdiocese at any Archdiocesan location for at least 12 months preceding the leave are eligible for FMLA leave.
- **Pregnancy Disability and Baby Bonding Leave:** The archdiocese provides Pregnancy Disability Leave for up to 18 weeks per pregnancy for pregnancy-related conditions. After completing her Pregnancy Disability Leave, a woman may take up to three months (12 weeks) of additional Family and Medical Leave to stay home and care for her child (Baby Bonding leave).
- **Personal Leave:** Full-time employees may apply for unpaid personal leave of up to four months if they have used up all their vacation time and either have exhausted all other time off or are not eligible for any other leave. The archdiocese may consider granting a maximum of 12 months for educational purposes.

We received your request (attached) to take leave from _____ to _____ for the following reason:
(Check one) FMLA Pregnancy Baby Bonding Personal Other (identify) _____.
We have determined that:

- You are eligible for leave. (See Part B for Rights and Responsibilities.)
- You are eligible to take leave, but must provide the following documentation :

- You are not eligible for leave because (only one reason need be checked):
 - You have not met FMLA's 12-month length of service requirement. As of the first date of requested leave, you will have worked approximately ___ months toward this requirement.
 - You are not regularly scheduled to work at least 20 hours/week as required by the Archdiocesan leave of absence policy.
 - You have not provided the necessary medical documentation for the leave.
 - You have already taken the maximum leave allowable within the last 12 months.



B. Rights and Responsibilities for Taking Leave

When you are on leave, you will have the rights and responsibilities detailed in the attached Archdiocesan Leave of Absence Policy including:

- Archdiocesan policy provides that if you are eligible for leave, you may have up to 4 months (16 weeks) unpaid leave in a 12-month period for FMLA leave. The 12-month period is measured forward from the date your FMLA leave begins.
- Pregnancy Disability Leave: You may take up to 18 weeks leave per pregnancy for pregnancy related conditions. In addition to pregnancy disability leave, you may take up to 12 weeks of Family Care Leave.
- Other: (e.g., for Military Caregiver Leave you may take up to 26 weeks unpaid leave in a single 12-month period to care for a covered service member with a serious illness or injury.
- You will be required to provide updated licensed healthcare provider's notes or other appropriate certifications as needed and to let your supervisor know of any changes anticipated in your leave status.
- Your group insurance coverage will continue at your regular premium cost (employee portion) for a period of four months, but you must make arrangements with the appropriate administrator at your location to make your premium payments. For personal leave you are responsible for the full amount of the insurance premium which means you will pay your portion and the employer's.
- Should you fail to return after the end of the leave for a reason other than the continuation, recurrence or onset of a serious health condition which would entitle you to additional or different leave or other circumstances beyond your control, you may be liable for unpaid portions of insurance premiums.
- You may apply accrued sick or vacation pay to your leave of absence, except for personal leave where your accrued sick or vacation time has already been exhausted. Refer to the sick and vacation policy for your parish, school or ACC/Cemeteries/Mortuaries for details.
- If you have elected voluntary disability insurance coverage, you may choose to apply for the disability benefit if you are taking a leave of absence for your own illness. ACC and CCM employees are eligible to apply for State Disability Insurance.
- Employees receiving voluntary disability payments cannot simultaneously receive sick or vacation pay.
- When you return from medical leave for your own health condition, you must present a licensed health care provider's note confirming your fitness for duty and ability to perform the essential functions of the job. If the health care provider releases you to return to work **with any restrictions**, the location will engage in the interactive process with you to determine whether the restrictions can be accommodated.
- Except for Personal Leave, you must be reinstated to the same or an equivalent job with the same pay, benefits and terms and conditions of employment upon your return, provided you return within the 4-month (16 weeks) maximum allowed for a leave of absence; or within the 26 weeks maximum allowed for Military Caregiver leave.

Eligibility Authorized by: _____ Title: _____

Location: _____ Date: _____

