



## Notice of Eligibility and Rights and Responsibilities under STATE AND FEDERAL FAMILY AND MEDICAL LEAVE ACT

### Part A – Notice of Eligibility

Eligibility does not mean approval. Once we obtain the information from you specified in Part B (page 2), we will inform you whether your leave will be designated as FMLA/CFRA leave and count toward your leave entitlement. In general, to be eligible an employee must have worked for an employer for at least 12 months, meet the 1,250 hours of service requirement in the 12 months preceding the leave, and work at a site (or report to a site) with at least 50 employees within 75 miles. Part B (page 2) provides employees with information regarding their rights and responsibilities for taking family and medical leave. If your own serious health condition is related to pregnancy, childbirth or a related medical condition, you may also be eligible for a leave pursuant to the Pregnancy Disability Leave law (“PDL”). Typically, an FMLA leave runs concurrently with a PDL leave. CFRA and PDL typically do not run concurrently.

To: \_\_\_\_\_ From: Office of Human Resources  
(Employee) (Employer Representative)

Date: \_\_\_\_\_

On \_\_\_\_\_, you informed us of your need for leave beginning on \_\_\_\_\_ for:

- The birth of a child, or placement of a child with you for adoption or foster care.
- Your own serious health condition. Employee’s own serious health condition includes a workers’ compensation injury.
- Your own pregnancy, childbirth or related medical condition (pregnancy disability leave, i.e. PDL running concurrently with FMLA).
- Because you are needed to care for a qualified family member’s serious health condition:
  - Spouse  Child
  - Registered Domestic Partner  Parent
- Because of a qualifying exigency for a qualified family member who is on covered active duty or called to covered active duty status with the Armed Forces.
  - Spouse  Parent
  - Child
- Because you are a qualified family member of a covered servicemember with a serious injury or illness:
  - Spouse  Child



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Parent

Next of Kin

This notice is to inform you that you are eligible for:

- FMLA leave
- CFRA leave
- FMLA/CFRA leave running concurrently
- FMLA/PDL leave running concurrently

**OR** that you are not eligible for FMLA or CFRA leave because:

- You have not met the 12-month service requirement. As of the first date of requested leave, you will have worked \_\_\_\_ months toward this requirement.
- You have not met the 1,250 hours worked requirement. As of the first date of requested leave, you will have worked \_\_\_\_ hours toward this requirement.
- You do not work at, or report to a site with 49+ employees within 75 miles.
- You have exhausted your FMLA/CFRA leave entitlement in the current 12-month period.

Please direct questions to the company leave administrator, Katrina Featherstone at (559) 325-3600 x145. You may also review the University's Family and Medical Leaves policy located in the employee handbook.

**Part B – Rights and Responsibilities for taking FMLA and/or CFRA Leave**

As explained in Part A, you meet the eligibility requirements for taking FMLA and/or CFRA leave and still have medical leave available in the applicable 12-month period. **However, in order for us to determine whether your absence qualifies as FMLA and/or CFRA leave, you must return the following information to us by \_\_\_\_\_.** *If sufficient information is not provided in a timely manner, your leave may be delayed or denied.*

- Sufficient medical certification to support your request for leave. See attached.
- Sufficient documentation to establish the required relationship between you and your family member.
- Other information: \_\_\_\_\_
- No additional information needed at this time.

If your leave qualifies as FMLA and/or CFRA, you will have the following responsibilities during your leave of absence:



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- Contact the Office of Human Resources for questions regarding health benefits coverage and insurance premiums. The University provides flexible payments options for you to choose from.
- If you are identified as “key employee” status, job restoration may be denied following FMLA/CFRA leave on the grounds that such restoration will cause substantial and grievous economic injury to CHSU.
  - You are not identified as “key employee” status
  - You are identified as “key employee” status
- While on leave you will be required to furnish the leave administrator with periodic reports of your status and intent to return to work as follows: \_\_\_\_\_

*Misuse or abuse of approved FMLA/CFRA time is grounds for disciplinary action, up to and including termination. If the circumstances of your leave change and you are able to return to work earlier than the date indicated, you will be required to notify us at least two workdays prior to the date you intend to report for work.*

Please contact the leave administrator below regarding questions related to paid time-off benefits that may be available to you during your approved leave of absence.

Once we obtain the information from you as specified above, we will inform you within five (5) business days whether your leave will be designated as FMLA and/or CFRA leave and count towards your FMLA and/or CFRA leave entitlement.

You may contact CHSU’s leave administrator with questions:

Katrina Featherstone  
Human Resources Manager  
120 N. Clovis Avenue  
Clovis, CA 93612  
559-325-3600 ext. 145  
[kfeatherstone@chsu.org](mailto:kfeatherstone@chsu.org)

**Employee Acknowledgement of Receipt:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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