



# LEAVE OF ABSENCE @ A GLANCE

**1**

To request a Leave of Absence (LOA):

- Email HR ([hr@paire.org](mailto:hr@paire.org)) to schedule an appointment to discuss LOA request
- You will receive LOA information from HR to review prior to meeting: see #2 below



**2**

Meeting with HR:

- Discuss dates of LOA
- Review eligibility for Family Medical Leave (FML)
- Review State Disability Insurance (SDI) guidelines<sup>1</sup>
- Review Paid Family Leave (PFL) guidelines<sup>2</sup>
- Determine if want to use sick and/or vacation hours

<sup>1</sup> 7 calendar days waiting period  
<sup>2</sup> 7 calendar days waiting period if not taken consecutively after SDI



**3**

Action items from HR meeting:

- Discuss your LOA with supervisor
- Determine dates of LOA
- Schedule MD appointment ~6 weeks prior to LOA, if leave is for maternity



**4**

~6 weeks prior to LOA start date:

- Email HR to schedule a meeting to review LOA process
- Bring in LOA<sup>3</sup> Form – completed
- Bring in MD note with first date of LOA & estimated return date

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<sup>3</sup>LOA form should be read carefully, checking the appropriate boxes, entering dates & selecting leave usage, if appropriate, and obtaining PI's approval.



**5**

Forms for HR: Prior to last day of work:

- Give HR the LOA form, approved by PI
- Attach MD note to LOA form
- Submit Timesheet/Leave Report, as applicable, for first 7 calendar days

*TriNet will send information verifying LOA and health coverage status, if applicable.*

Form to MD: After you start LOA – SDI:

- SDI form - <http://www.edd.ca.gov> – your MD will need to complete this form and send it to SDI for you.

*If you have elected to use sick/vacation hours send a copy of your 1<sup>st</sup> SDI determination notice to HR. Scan and email it to [hr@paire.org](mailto:hr@paire.org) or fax to HR at 650.858.3907.*

- TN will integrate your sick/vacation hours.
- You must note on the back of the SDI form “sick leave integrated with SDI” & mail it back to SDI.

Form after SDI ends:

Forms for PFL are on: - <http://www.edd.ca.gov>  
 You will complete this form when SDI ends, if you plan to stay home and baby bond



## Final Step:

**6**

To request an extension of LOA:

- If you wish to extend your LOA, you must contact your PI & HR prior to your return to receive approval.

Upon return to work:

- You should come to HR first & let us know you are back
- Bring your MD note returning you to work