



# FMLA/CFRA CALCULATING ELIGIBILITY

## Integrated Disability Management

December 2022



## CALCULATING FMLA/CFRA DAYS/HOURS WORKED

Family and Medical Act (FMLA) and California Family Rights Act (CFRA) requires that, in order to be eligible, an employee must have:

- Been employed by LAUSD for at least 12 months at any time during the last 7 years.
- Worked at least 130 days in the year preceding the first day of FMLA/CFRA leave.
  - For Units A, E, G and classified substitutes the requirement is at least 1250 hours worked in the year preceding the first day of FMLA/CFRA leave.

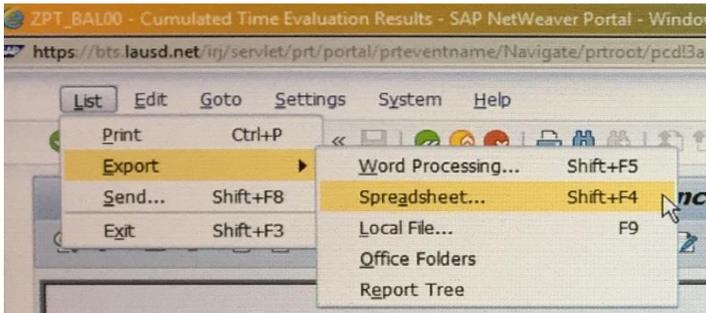
## STEPS TO CALCULATING HOURS WORKED (ALL EMPLOYEES)

1. Determine first date of leave.
  - a. The first date of leave is determined by the treating health care provider and is usually listed on the Health Care Provider Certification Form in Section III PART B - Amount of Leave Needed.
    - i. Example: Section III, PART B # 2 Reduced Work Schedule indicates 2 hours per day from 8/27/17 through 12/1/17. The first date of leave is: 8/27/17
2. Determine the 12-month period immediately preceding the employee's first date of leave.
  - a. Example:
    - i. The 12 months preceding the first date of leave 8/27/17: 8/27/16 – 8/26/17.
3. Launch SAP
4. Run ZPT\_BAL00 report.
  - a. See, “Cumulated Time Evaluation Results Report Job Aid” for instructions on how to run report.

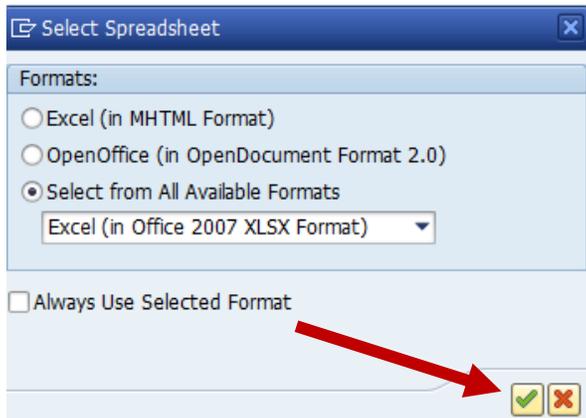


- b. Change the Reporting Period to “Other Period”
- c. Date Fields: Enter the 12-month period immediately preceding the employee's first date of leave.
  - i. Example: 8/27/16 – 8/26/17 for the first date of leave 8/27/17.
- d. Enter Person ID.
- e. Selection Conditions: Click on Time/Wage Types

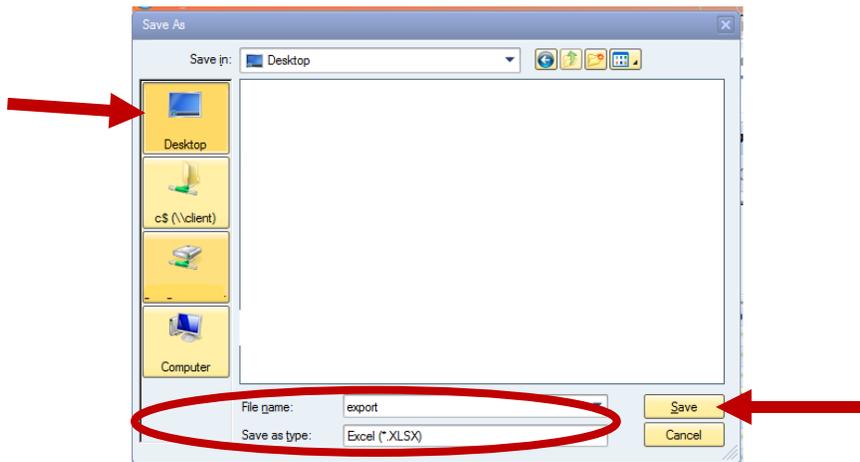
5. Export ZPT\_BAL00 report to Excel
  - a. Click the "List" dropdown menu
  - b. Hover pointer over Export
    - i. Click Spreadsheet



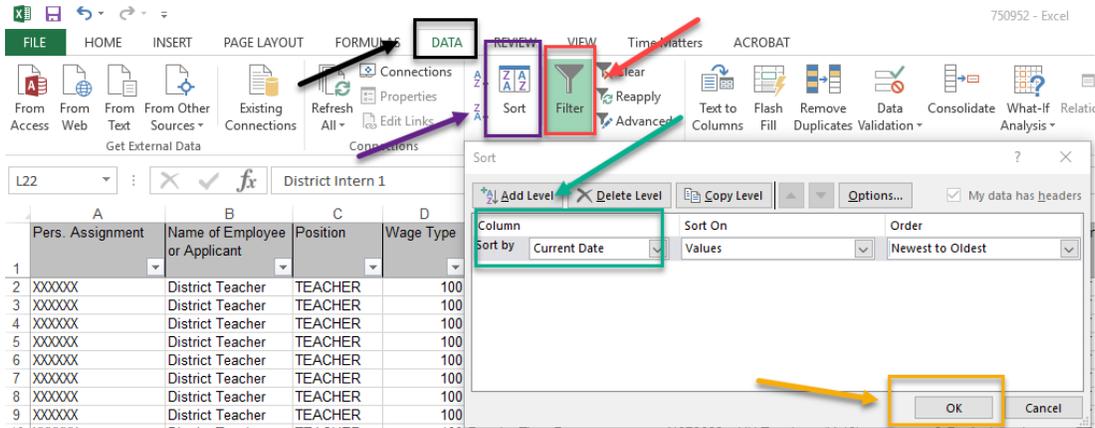
- c. The Select Spreadsheet popup window will appear:
  - i. Click the green check mark to continue



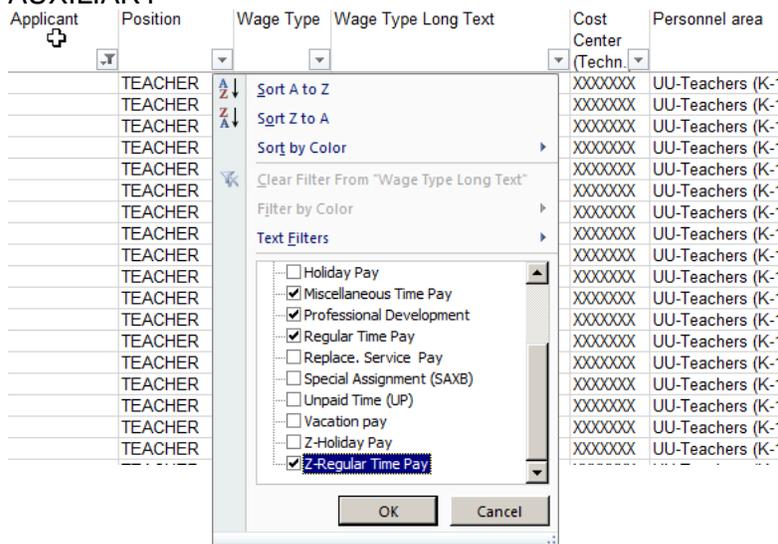
- d. The Save As popup window will appear:
  - i. Click Desktop
  - ii. Use the Employee's Name, ID number, and Date as the File Name
  - iii. Click Save



6. Open the Excel spreadsheet you saved to your desktop
  - a. Click the DATA tab
  - b. Click Filter
  - c. Click Sort
    - i. In the Dialogue box:
      1. Select Sort by: Current Date
      2. Click OK



7. Filter the report by the appropriate wages types
  - a. Click "Wage Type Long Text" (Column E)
  - b. Select the appropriate wage types:
    - i. For all Units (except A, E, G and classified subs) select the following \*wage types only:
      1. REGULAR
      2. Z-TIME
      3. MISCELLANEOUS
      4. PROFESSIONAL DEVELOPMENT
    - ii. For employees in Units A, E, G and classified subs select the following \*wage types only:
      1. REGULAR
      2. Z-TIME
      3. MISCELLANEOUS
      4. PROFESSIONAL DEVELOPMENT
      5. OVERTIME
      6. AUXILIARY



- c. Your report is now filtered by the appropriate wages to calculate the hours worked.

*\*\*The wage types available in the dropdown list will depend on the types of wages reported in the review period and will vary by individual.*

8. Calculate the hours worked:
  - a. Highlight the populated fields in Number of Reported Hours column (Column J)
  - b. Click AutoSum



- i. Your total hours will appear after selected cells.

	A	B	C	D	E	F	G	H	I	J	K	L
	Pers. Assignment	Name of Employee or Applicant	Position	Wage Type	Wage Type Long Text	Cost Center (Techn)	Personnel area	Personnel subarea	Employee group	Number of hours	Current Date	Employee subgroup
233	XXXXXX	District Teacher	TEACHER	0100	Regular Time Pay	XXXXXXXX	UU-Teachers (k-12)	A Basis Gen Cal	FT Salaried	8.00	7/7/2017	Regular/Permanent
234	XXXXXX	District Teacher	TEACHER	0100	Regular Time Pay	XXXXXXXX	UU-Teachers (k-12)	A Basis Gen Cal	FT Salaried	8.00	7/10/2017	Regular/Permanent
236	XXXXXX	District Teacher	TEACHER	0100	Regular Time Pay	XXXXXXXX	UU-Teachers (k-12)	A Basis Gen Cal	FT Salaried	4.00	7/11/2017	Regular/Permanent
237	XXXXXX	District Teacher	TEACHER	0100	Regular Time Pay	XXXXXXXX	UU-Teachers (k-12)	A Basis Gen Cal	FT Salaried	8.00	7/12/2017	Regular/Permanent
238	XXXXXX	District Teacher	TEACHER	0100	Regular Time Pay	XXXXXXXX	UU-Teachers (k-12)	A Basis Gen Cal	FT Salaried	8.00	7/13/2017	Regular/Permanent
239	XXXXXX	District Teacher	TEACHER	0100	Regular Time Pay	XXXXXXXX	UU-Teachers (k-12)	A Basis Gen Cal	FT Salaried	8.00	7/14/2017	Regular/Permanent
240	XXXXXX	District Teacher	TEACHER	0100	Regular Time Pay	XXXXXXXX	UU-Teachers (k-12)	A Basis Gen Cal	FT Salaried	8.00	7/17/2017	Regular/Permanent
241	XXXXXX	District Teacher	TEACHER	0100	Regular Time Pay	XXXXXXXX	UU-Teachers (k-12)	A Basis Gen Cal	FT Salaried	8.00	7/18/2017	Regular/Permanent
242	XXXXXX	District Teacher	TEACHER	0100	Regular Time Pay	XXXXXXXX	UU-Teachers (k-12)	A Basis Gen Cal	FT Salaried	8.00	7/19/2017	Regular/Permanent
243	XXXXXX	District Teacher	TEACHER	0100	Regular Time Pay	XXXXXXXX	UU-Teachers (k-12)	A Basis Gen Cal	FT Salaried	8.00	7/20/2017	Regular/Permanent
244	XXXXXX	District Teacher	TEACHER	0100	Regular Time Pay	XXXXXXXX	UU-Teachers (k-12)	A Basis Gen Cal	FT Salaried	8.00	7/21/2017	Regular/Permanent
245	XXXXXX	District Teacher	TEACHER	0100	Regular Time Pay	XXXXXXXX	UU-Teachers (k-12)	A Basis Gen Cal	FT Salaried	8.00	7/27/2017	Regular/Permanent
246	XXXXXX	District Teacher	TEACHER	0100	Regular Time Pay	XXXXXXXX	UU-Teachers (k-12)	A Basis Gen Cal	FT Salaried	8.00	7/28/2017	Regular/Permanent
247	XXXXXX	District Teacher	TEACHER	0100	Regular Time Pay	XXXXXXXX	UU-Teachers (k-12)	A Basis Gen Cal	FT Salaried	8.00	7/31/2017	Regular/Permanent
248	XXXXXX	District Teacher	TEACHER	0100	Regular Time Pay	XXXXXXXX	UU-Teachers (k-12)	A Basis Gen Cal	FT Salaried	8.00	8/1/2017	Regular/Permanent
249	XXXXXX	District Teacher	TEACHER	0100	Regular Time Pay	XXXXXXXX	UU-Teachers (k-12)	A Basis Gen Cal	FT Salaried	8.00	8/3/2017	Regular/Permanent
250	XXXXXX	District Teacher	TEACHER	0100	Regular Time Pay	XXXXXXXX	UU-Teachers (k-12)	A Basis Gen Cal	FT Salaried	8.00	8/4/2017	Regular/Permanent
251	XXXXXX	District Teacher	TEACHER	0100	Regular Time Pay	XXXXXXXX	UU-Teachers (k-12)	A Basis Gen Cal	FT Salaried	8.00	8/7/2017	Regular/Permanent
252	XXXXXX	District Teacher	TEACHER	0100	Regular Time Pay	XXXXXXXX	UU-Teachers (k-12)	A Basis Gen Cal	FT Salaried	8.00	8/8/2017	Regular/Permanent
253	XXXXXX	District Teacher	TEACHER	0100	Regular Time Pay	XXXXXXXX	UU-Teachers (k-12)	A Basis Gen Cal	FT Salaried	8.00	8/9/2017	Regular/Permanent
254	XXXXXX	District Teacher	TEACHER	0100	Regular Time Pay	XXXXXXXX	UU-Teachers (k-12)	A Basis Gen Cal	FT Salaried	8.00	8/10/2017	Regular/Permanent
255	XXXXXX	District Teacher	TEACHER	0100	Regular Time Pay	XXXXXXXX	UU-Teachers (k-12)	A Basis Gen Cal	FT Salaried	8.00	8/11/2017	Regular/Permanent
256	XXXXXX	District Teacher	TEACHER	0100	Regular Time Pay	XXXXXXXX	UU-Teachers (k-12)	A Basis Gen Cal	FT Salaried	8.00	8/14/2017	Regular/Permanent
257	XXXXXX	District Teacher	TEACHER	0100	Regular Time Pay	XXXXXXXX	UU-Teachers (k-12)	A Basis Gen Cal	FT Salaried	8.00	8/18/2017	Regular/Permanent
258	XXXXXX	District Teacher	TEACHER	0100	Regular Time Pay	XXXXXXXX	UU-Teachers (k-12)	A Basis Gen Cal	FT Salaried	8.00	8/21/2017	Regular/Permanent
260	XXXXXX	District Teacher	TEACHER	0100	Regular Time Pay	XXXXXXXX	UU-Teachers (k-12)	A Basis Gen Cal	FT Salaried	8.00	8/23/2017	Regular/Permanent
261	XXXXXX	District Teacher	TEACHER	0100	Regular Time Pay	XXXXXXXX	UU-Teachers (k-12)	A Basis Gen Cal	FT Salaried	8.00	8/24/2017	Regular/Permanent
262	XXXXXX	District Teacher	TEACHER	0100	Regular Time Pay	XXXXXXXX	UU-Teachers (k-12)	A Basis Gen Cal	FT Salaried	8.00	8/25/2017	Regular/Permanent
263										1,912.00		
264												

- c. For employees in Units A, E, G and classified substitutes:
      - i. The sum of the Number of Hours column must equal 1,250 hours or more in order for the employee to be FMLA/CFRA eligible.
        1.  $\geq$  1250 hours: FMLA/CFRA Eligible
        2.  $<$  1250: FMLA/CFRA Ineligible
          - a. Do Not Round – Use only whole numbers in result
      - ii. This is the last step.
    - d. For all Units except A, E, G and classified substitutes, take the sum of the Number of Hours column and continue to Calculating Days Worked.

## STEPS TO CALCULATING DAYS WORKED (ALL UNITS EXCEPT A, E, G & CLASSIFIED SUBSTITUTES)

1. Calculate the days worked:
  - a. Divide the results of the sum of the Number of Hours column from step 8(d) by the employee's regular scheduled hours per day:
    - i. Employee scheduled to work 8 hours per day: Divide total hours by 8
    - ii. Employee scheduled to work 6 hours per day: Divide total hours by 6
    - iii. Employee scheduled to work 4 hours per day: Divide total hours by 4
    - iv. Employee scheduled to work 3 hours per day: Divide total hours by 3
  - b. The result of the sum of the Number of Hours column divided by the employee's regular scheduled hours per day must equal 130 or more days in order for the employee to be FMLA/CFRA eligible.
    - i.  $\geq$  130 days: FMLA/CFRA Eligible
    - ii.  $<$  130 days: FMLA/CFRA Ineligible
      1. Do Not Round – Use only whole numbers in result