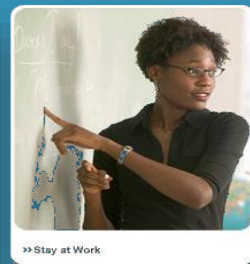
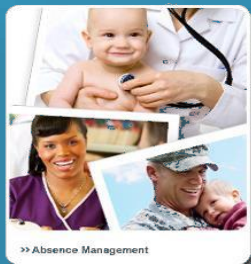


# What You Need to Know: Navigating Protected Absences: FMLA/CFRA

Family Medical Leave Act	California Family Rights Act	Pregnancy Disability Leave	Parental Leave
Family Medical Leave Act	California Family Rights Act	Pregnancy Disability Leave	Parental Leave

## Integrated Disability Management (IDM) Programs

Division of Risk Management & Insurance Services



# Intent of Presentation

1. Inform/educate Administrators/Supervisors and Designees on the legal consequences surrounding Protected Leaves and Absences including FMLA, CFRA, PDL, and PPL.
2. Focus on the important role of Administrators/Supervisors and Designees to manage Protected Leaves and Absences related issues and their understanding of laws, policies, and practices to ensure compliance.

- 
- Protected Absence/Leave Purpose
  - Eligibility Requirements
  - Qualifying Reasons
  - Serious Health Conditions
  - Recognizing the Need for Protection
  - Employee Rights & Responsibilities
  - District Rights & Responsibilities
  - Medical Certification
  - Designation & Notification
  - FMLA/CFRA Absences & Managing Intermittent Leaves
  - Protected Absence Tracking & Exhaustion
  - Compensation & Codes

## Overview of Topics

# Protected Absence/Leave Purpose

FMLA, CFRA, PDL, and PPL are federal and state regulations intended to balance the demands of the workplace with the needs of families by providing job-protected leave for specified family and medical reasons, as well as, care for a newborn child or a child placed in the home through adoption or foster care.

## Family Medical Leave Act (FMLA)

Enacted in 1993, amended in 2008, and administered by the Wage and Hour Division (WHD) of the US Department of Labor (DOL), FMLA is a complex employment law that requires employers to grant family and temporary medical leave of up to 12 workweeks to eligible employees.

## California Family Rights Act (CFRA)

This state law was enacted in 1991 and is administered under the California Department of Fair Employment and Housing (FEHA) also provides 12 workweeks of job protection. It runs concurrently with FMLA but does not cover an employee's own pregnancy disability because California has its own Pregnancy Disability Leave Act.

## California Pregnancy Disability Act (PDL)

This state law enacted in the 1980's provides up to four (4) months of job protection for disabilities relating to pregnancy, childbirth, or related medical conditions. PDL runs concurrently with FMLA and consecutively with CFRA and is also administered under FEHA.

## California Education Code Paid Parental Leave (PPL)

California Education Code mandates under sections 44977.5 and 45196.1 eligible school employees be paid a portion of their salary for up to 12 workweeks for the purposes of bonding with the employee's newborn child or a child placed in the employee's home through adoption or foster care. PPL runs concurrently with FMLA/CFRA.

# Eligibility Requirements: Who is Eligible?

In order to be eligible for FMLA/CFRA, an employee must have:

## *Months of Service:*

Employment with the District for a combined total of at least 12 months. The 12 months of employment need not be consecutive; however, employment periods preceding a break in service of more than 7 years need not be counted.

## *Worktime:*

Must have worked at least 130 days during the 12 months immediately preceding the FMLA/CFRA absence or leave.

Units A, E, & G; which includes School Police, Skilled Craft Workers, Playground Aides, and Classified Subs, must have worked at least 1250 hours during the 12 months immediately preceding the FMLA/CFRA absence or leave.

In order to be eligible for PDL and employee must have:

There is no service or worktime requirement for PDL.

*Employees who meet the 12 months of employment AND 130 days worked (1250 hours worked for units A, E, G, & Classified Subs) eligibility requirements under FMLA/CFRA and continue to be absent due to disabilities relating to pregnancy, childbirth, or related medical conditions after exhausting the 18 workweeks of PDL, will continue to be protected for up to an additional 12 workweeks under CFRA.*

In order to be eligible for PPL and employee must have:

## *Months of Service:*

Employment with the District for a combined total of at least 12 months at any time during the last 7 years.

## *Worktime:*

There is no worktime requirement for Paid Parental Leave.

FMLA/CFRA will run concurrently with PPL when employees meet the 130 days (1250 hours) worktime requirement.

Only classified and certificated employees are eligible. Substitute employees, temporary employees, unclassified employees, and employees who are neither classified nor certificated are NOT eligible.

# Qualifying Reasons: What's Covered?

The District is required to grant leave of up to 12 workweeks in a 12-month period measured forward from the commencement of the first FMLA/CFRA qualifying absence to eligible employees:

- For birth of a son or daughter, and to care for the newborn child;
- For placement with the employee of a son or daughter for adoption or foster care;
- To care for the employee's spouse, registered domestic partner (CFRA only), son, daughter, or parent with a serious health condition;
- Because of a serious health condition that makes the employee unable to perform the functions of the employee's job;
- Because of a mental or physical condition related to pregnancy or childbirth that makes the employee unable to perform the functions of the employee's job for up to 18 workweeks under PDL (Excludes the 12 workweeks of CFRA);
- Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty (or has been notified of an impending call or order to covered active duty status under FMLA only; and
- To care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the covered servicemember for up to 26 workweeks under FMLA only (Includes the 12 workweeks of FMLA).

# Qualifying Reasons: What's NOT Covered?

FMLA/CFRA does not cover:

- In-laws;
- Grandparents;
- Brothers and Sisters;
- Aunts and Uncles;
- Cousins; and
- Cohabitant Equivalent of a Spouse and unregistered Domestic Partners.

# Serious Health Condition

Serious Health Condition: An illness, injury, impairment, or physical or mental condition

- Hospital Care – inpatient care in a hospital, hospice, or residential medical care facility.
- Absence Plus Treatment with incapacity of more than 3 days and a regimen of continuing treatment. An initial visit must occur within 7 days of the first day of incapacity.
- Any period of incapacity due to Pregnancy or Prenatal Care such as childbirth, loss or end of pregnancy, and recovery from childbirth.
- Any period of incapacity due to a Chronic Conditions that continues over an extends period of time and requires treatment such as diabetes, asthma, epilepsy.
- Any Permanent/Long-Term Condition for which treatment may not be effective, requiring supervision by a health care professional such as terminal stages of a disease (e.g. cancer).
- Any absences to receive Multiple Treatments for restorative surgery or for a condition resulting in a period of incapacity of more than three days if left untreated such as chemotherapy, radiation, etc.



# Serious Health Conditions & Exclusions

## Serious Health Condition

- Heart Conditions/Strokes
- Serious Infections, Diabetes, Alzheimer's Disease
- Pregnancy, miscarriages, morning sickness
- Asthma, Pneumonia
- Back Injuries, Injuries caused by accidents
- Cancer, Epilepsy

## Exclusions to a Serious Health Condition

- Ear Aches
- Routine Dental, Orthodontia Problems, or Periodontal disease
- Upset Stomachs/Ulcers
- Common Cold; Influenza (unless complications arise)
- Headaches (except migraines)
- Cosmetic Treatments (unless complications arise)

# Recognizing the Need for Protection

Employees have rights to FMLA/CFRA absences or leaves even if there is no request for these protections and/or no mention of FMLA or CFRA.

As soon as an Administrator/Supervisor or Designee has enough information that indicates an employee's need for leave may be an FMLA-qualifying reason, the employer should begin the FMLA leave process.

Signals that should prompt further inquiry include:

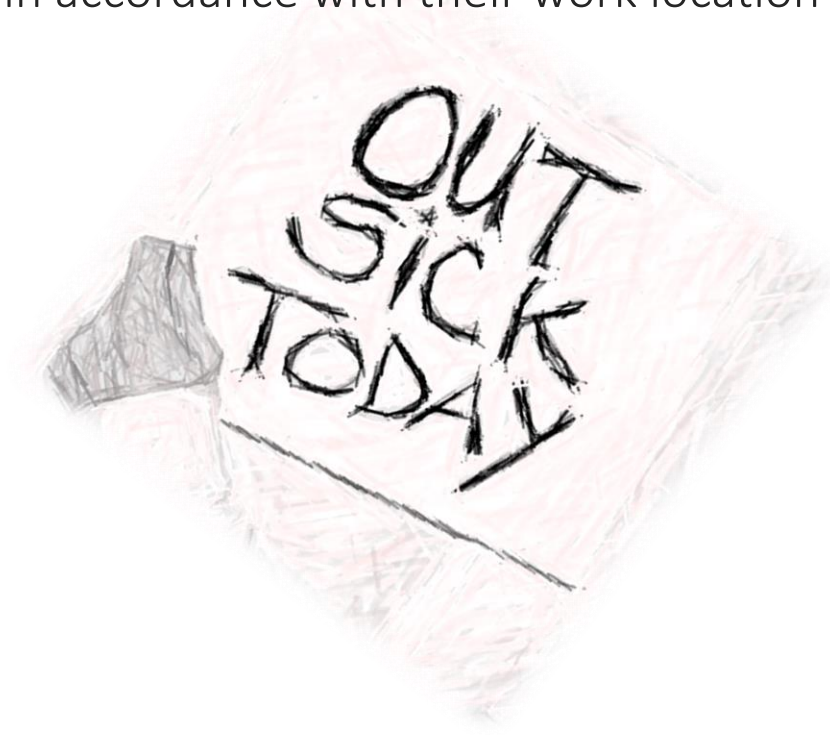
- More than three (3) consecutive day of absence
- A chronic health condition
- A family member who is seriously ill or has regular health problems
- Hospitalization, surgery, or continuing contact with a health care provider
- Pregnancy or prenatal care
- A new child in the family either by birth, adoption, or foster care placement
- A medical reason being given for arriving late, leaving early, or absence
- Multiple medical treatments/appointments for therapy for the employee or qualifying family member

# Employee Rights

- Up to 12 workweeks of job-protection for absence related to an employee's own serious health condition, the serious health condition of a qualifying family member, and/or to bond with an employee's newborn or child placed in the employee's home through foster care or adoption
- Paid or unpaid FMLA/CFRA leave will not constitute a break in service for purposes of establishing longevity or seniority, or for layoff, recall, promotion, job assignment, or seniority-related benefits.
  - *Unpaid FMLA/CFRA leave, however, is not treated as credited service time for permanency, retirement, or benefit accrual, vesting, and eligibility.*
- Employee health benefits will be maintained during any period of FMLA/CFRA leave under the same conditions as if the employee had continued to work.
  - *Should an employee go into unpaid status while on FMLA/CFRA leave, the District will continue to pay its portion of the health benefits premiums.*
    - Employees who are required to pay a portion of their health benefits premiums are required to continue to pay their portion of the health benefits premium regardless of their status (i.e., paid or unpaid).
- Reinstatement rights to the same or equivalent position upon return from FMLA/CFRA leave, subject to seniority rules in the event of layoffs in the employee's position.
  - *If the leave extends beyond the end of the employee's FMLA/CFRA entitlement, the employee does not have return rights under FMLA/CFRA; however, the employee may have rights under their respective Collective Bargaining Agreement.*

# Employee Responsibility

An employee's notice of need for FMLA/CFRA may be oral or written. The employee is not required to specifically mention FMLA/CFRA when requesting leave for a qualifying reason for the first time; however, the employee is required to comply with the usual and customary call-in and reporting procedures in accordance with their work location and Collective Bargaining Agreement.



# Employee Responsibilities

- An employee disabled for their own serious health condition, by pregnancy, childbirth, or a related medical condition and/or absent for a qualifying family member's serious health condition or for the purposes of bonding with the employee's newborn or a child placed in the employee's home through adoption or foster care must:
- Provide advance notice if the need for leave is foreseeable or as soon as reasonably possible if the need for leave is unforeseeable
  - *This includes any scheduled medical appointments or procedures*
- Comply with usual and customary call-in and reporting procedures in accordance with their work location and Collective Bargaining Agreement
- Make a reasonable effort to schedule planned medical treatment so as to not unduly disrupt the District's operations
- Complete the Certification/Request of Absence for Illness, Family Illness, New Child (60-ILL)\* form when requesting or certifying any absences for illness or disability
  - *\*See BUL-6307.4*
- *Per District Policy: Leaves exceeding more than 20 consecutive working days require the employee to submit a formal leave request and can only be granted or approved by the appropriate personnel division/branch*
- Inform their work location of any changes in return to work date and/or extensions of leave

# District FMLA/CFRA Rights

## Administering FMLA/CFRA Entitlements

- The District has a right to require a Medical Certification for an employee's own serious health condition, the serious health condition of a qualifying family member, and for a Military family leave.
  - The District can authenticate medical documents submitted by the applicant with the treatment provider, but no other contact is allowed under CFRA.
- The District has a right to select the 12-Month period in which eligible employees may take up to 12 workweeks of FMLA/CFRA.
  - The District's 12-Month period is measured forward from the first date an employee takes an FMLA/CFRA absence.
- The District has a right to determine when Substitution of Paid Leave is applied based on the policies in place for other absence/leave reasons
  - The District's policy regarding full/half pay illness usage is limited to the employee's own serious health condition and Paid Parental Leave.
- The District has a right to limit Spouses Working for the District to a combined total of 12 workweeks of FMLA/CFRA in a 12-month period to share for:
  - Parental Leave and Care for a Parent with a Serious Health Condition
  - Care for a covered Servicemember is limited to 26 workweeks in a 12-month period shared

# District FMLA/CFRA Responsibilities

## Administering FMLA/CFRA Requirements:

- The District is responsible for providing employees General Notice of FMLA Rights (Poster).
- The District is responsible for providing employees with an Eligibility Notice once the employee's FMLA eligibility status has been determined.
  - *The District has a legal obligation to provide employees with a Rights and Responsibilities Notice each time an Eligibility Notice is provided.*
- The District is responsible for providing an FMLA Designation notice to applicants in writing.
- The District is responsible for Maintenance of Employee Benefits under any group health plan on the same coverage basis as if the employee had continued to work.
- The District is responsible for providing Employee Reinstatement to the same job the employee had at the beginning of the FMLA absence or to an "equivalent job."
- The District is responsible for Maintaining FMLA Documents as confidential records for no less than three years.

# Medical Certification

In accordance with the Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) the District requires medical certification issued by a health care provider, if the employee is seeking a qualifying, protected leave for the employee's own Serious Health Condition or that of a qualifying family member.



## DID YOU KNOW?

Employers may **not** request a certification for leave to bond with a healthy newborn child or a child placed for adoption or foster care. However, employers may request documentation to confirm the family relationship (see chapter 3 for information about documenting the family relationship).

<sup>1</sup> The Employer's Guide to the Family and Medical Leave Act . Chapter 4, "The Certification Process," page 29



# Medical Certification Guidelines

Administrators/Supervisors and Designees should:

- Provide the employee with the Health Care Provider Certification form, along with the Rights and Responsibilities notice, within 5 business days of notice of need for protected leave;
  - *The employee has 15 calendar days to return the completed form or request an extension.*
- Accept a complete and sufficient medical certification, regardless of the format;
- **Never** ask for a diagnosis, per Federal regulations;
- Ask the employee for a new/revised medical certification from their health care provider should the medical certification lack information or is unclear;
- Give the employee 7 calendar days to correct any deficiency on the medical certification;  
*This is an absolute requirement.*
- **Never** contact the employee's provider at any time; and
- In accordance with the Genetic Information Non-Discrimination Act of 2008 (GINA) and HIPAA privacy laws, ensure that all medical information received is kept completely **confidential and separate** from the employee's personnel file.

# Complete and Sufficient Medical Certification

A complete and sufficient medical certification need only include the following information:

- Part A – Medical Facts:
  - Approximate date condition commenced & probable duration of condition or need for treatment
  - Indication of a serious health condition
  - If the employee is the patient:  
*Whether the employee is unable to perform any of his/her job functions due to the condition;*
  - If a family member is the patient:  
*Whether the family member requires assistance for basic medical hygiene, nutritional needs, safety, transportation, psychological comfort and/or arranging for third-party care*
- Part B – Amount of Leave Needed:
  - Whether the employee's need for leave is continuous, intermittent or reduced schedule: Information that establishes medical necessity for intermittent or reduced schedule leave, as well as, an estimate of the frequency and duration is required for planned medical treatment and unforeseeable leave for the employee's own serious health condition, including pregnancy  
*Information that establishes medical necessity does not include a diagnosis*
  - A statement that establishes medical necessity for intermittent or reduced schedule leave to care for the family member, as well as, an estimate of the frequency and duration is required for unforeseeable leave for the employee's family member's serious health condition  
*Information that establishes medical necessity does not include a diagnosis*

# Complete and Sufficient Medical Certification

## Health Care Provider Verification:

- Make sure the certification is signed and provider's contact information provided includes:
  - Name,
  - Address,
  - Telephone and fax number,
  - Type of medical practice / specialty, and
  - License number (Kaiser Permanente standard FMLA forms do not include a license number)
- Make sure the signatory is a professional who can complete the certification; which is defined as follows:
  - A licensed physician, surgeon, osteopathic physician or surgeon, podiatrist, dentist, clinical psychologist, optometrist, chiropractor (*limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray*), nurse practitioner, nurse midwife, clinical social worker, physician assistant, or a Christian Science Practitioner listed with the First Church of Christ, Scientist in Boston, Massachusetts.

TO: The Intertax DATE: 10/10/01

EXCUSER'S NAME: John Doe

EXCUSEE'S NAME: John Doe

DATE(S) REQUIRED FOR EXCUSE: 10/10/01

EXPLANATION: John Doe is on vacation

PLEASE ALLOW EXCUSE TO MAKE UP FOR ANY LOST: work

Signature: John Doe

Consult with Absence Management about any concerns over the validity of the certification.



## DID YOU KNOW?

After acquiring a complete and sufficient certification, an employer is not permitted to ask for more information, such as requiring a doctor's note for each FMLA-related absence. Requiring a doctor's note for each *unpaid* FMLA-related absence may be considered interference with the employee's use of FMLA leave.

# Designation and Notification

- The Designation Notice informs the employee that the requested leave will be designated as FMLA/CFRA leave, as well as, indicates the amount of leave counted against the employee's FMLA/CFRA leave entitlement.
  - The amount of leave counted against the employee's FMLA/CFRA leave entitlement must be provided upon the employee's request, but no more than once in a 30-day period and only if leave was taken.
- Administrators/Designees are responsible in all circumstances for designating leave as FMLA/CFRA-qualifying and giving a Designation Notice to the employee for each FMLA/CFRA-qualifying reason for leave in the leave year.
  - *Designation notices must be provided **in writing within five business days**, absent extenuating circumstances, once enough information is received to determine whether or not the employee's requested leave qualifies as FMLA/CFRA.*
- Failure to provide a timely Designation Notice to an employee may be considered interference with, restraint, or denial of the exercise of the employee's FMLA/CFRA rights.

# FMLA/CFRA ABSENCES

12 Month Period:

12 Months Measured Forward

Begins on the date the employee first takes an FMLA/CFRA absence

FMLA/CFRA Absences can be used:

Continuous period of time

Reduced work schedule

Intermittent absences

Appointments/Treatment



FMLA/CFRA leave runs concurrently with any District leave.

An employee cannot have more than 12 workweeks of protected time per FMLA/CFRA year even if they have multiple designations, i.e. leave for self, another leave for family member.

# Continuous and Intermittent Leaves and Absences

FMLA/CFRA & PDL absences can be taken in a continuous block of time, intermittently, or on a reduced work schedule.

Continuous absences are counted in weeks.

- Employees are allowed a maximum of 12 workweeks of job protection in an FMLA/CFRA year.

*Up to 18 workweeks of PDL job protection per pregnancy.*

Intermittent absences are counted in days.

- Employees have a maximum of 60 work days of job protection per FMLA/CFRA year and 90 work days for PDL per pregnancy.
- FMLA/CFRA & PDL hours are calculated by multiplying the number of hours an employee is scheduled to work per day:

*Example: An 8 hour per day employee would be entitled to 480 hours per FMLA/CFRA year: 8 hours per day X 60 days.*

*Example: An 8 hour per day employee would be entitled to 720 hours per pregnancy: 8 hours per day X 90 days.*

For intermittent blocks of parental leave (FMLA/CFRA and PPL):

- Time must be taken in a minimum of two week intervals

*The District allows 2 exceptions of less than two weeks*

- Half days and/or reduced schedules are not allowed

An employee shall not be provided more than one 12-workweek period for parental leave during any 12-month period

If the District employs both parents, the District limits the period of parental leave to 12 total workweeks to be shared between both parents



# Holidays & Shutdowns (Calendar Breaks)

When a holiday falls within the workweek and the employee is absent for the entire workweek, the holiday is included in the calculating the employee’s FMLA/CFRA/PDL entitlement (usage)

*The entire workweek is counted as one (1) full workweek of FMLA/CFRA/PDL used*

When a holiday falls within the workweek and the employee works any portion of the workweek, only the days the employee reported as FMLA/CFRA/PDL can be included in calculating the employee’s FMLA/CFRA/PDL entitlement (usage)

*The District cannot count the holiday as FMLA/CFRA/PDL leave*

If the District’s business activity has temporarily ceased and employees generally as not expected to report to work for seven (7) or more calendar days, the days the District’s business activities have ceased do not count against the employee’s protected absence entitlement.

The following calendar breaks are not included when calculating FMLA/CFRA/PDL/PPL entitlement for employees on a continuous leave and are unassigned during:

Spring Break	Winter Break	Summer Break
Thanksgiving Break		Beaudry Shutdown



# Managing Intermittent Leave

## Managing Intermittent Leave

- Communicate with the employee up front about the requirement to coordinate planned FMLA/CFRA absences (e.g., medical appointments, treatments) with the administrator/supervisor in advance. Work with the employee to understand the provider's availability in scheduling and ensure work coverage needs are best met.
- Communicate with the employee that the usual and customary call-in and reporting procedures in accordance with their work location and Collective Bargaining Agreement still applies (unless it is not medically possible to do so).
- Ensure the employee complies with the District requirement of completing the Certification/Request of Absence for Illness, Family Illness, New Child (form 60-III) when requesting or certifying any absence for illness, disability, or bonding.
  - FMLA/CFRA Information: ensure the employee indicates:
    - The absence is due to the employee's own or a family member's serious health condition, **and**
    - The request is for FMLA/CFRA job-protection.
  - Important LAUSD Information:
    - Confirm whether or not the employee has indicated the FMLA Health Care Provider Certification is on file.
  - Administrator/Supervisor Section:
    - Indicate whether or not the supporting FMLA/CFRA documentation in connection with this request is on file. If a complete and sufficient Health Care Provider Certification is not on file, the absence **SHOULD NOT** be reported using an FMLA/CFRA protected absence code.
- Use the FMLA Tracking Worksheet (form FMLA-6) to record dates and hours of leave and track patterns of absence. Compare absences to the certification and consult Absence Management if the leave usage does not match the amount or frequency of leave indicated in the current certification; a request for additional information might be appropriate.



Los Angeles Unified School District  
Integrated Disability Management  
FMLA, CFRA and PDL Tracking Sheet

Maximum	Days	Weeks
FMLA	60	12
PDL	90	18
Military FMLA	130	26

Employee Name: \_\_\_\_\_ Employee No.: \_\_\_\_\_

FMLA Year Start Date: \_\_\_\_\_ FMLA Year End Date: \_\_\_\_\_  
(One year from designation date)

6	0.0
# of daily hours	Total days off
0	0.0
Total hours off	Total weeks off

**Instructions:** This tracking sheet may be used to monitor employee absences under the Family Medical Leave Act (FMLA), the California Family Rights Act (CFRA) or Pregnancy Disability Leave (PDL). This form tracks the number of hours an employee is absent and converts the hours into days and weeks, in order to avoid exceeding maximum limits. (1) Enter the employee's information on the indicated lines. (2) In the box above, enter the employee's scheduled number of work hours per day. All other numbers in the box will calculate automatically. (3) On the calendar below, identify the applicable years. (4) Enter the amount of absence time onto the calendar, in the corresponding Month and Date cell.

**Note:** You must use the password "workdays" to enter data on this form. Please remember this form is CONFIDENTIAL.

Year 20XX

•	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
JAN																															0	
FEB																															0	
MAR																															0	
APR																															0	
MAY																															0	
JUN																															0	
JUL																															0	
AUG																															0	
SEP																															0	
OCT																															0	
NOV																															0	
DEC																															0	

# Tracking Sheet

Administrators/Supervisors and Designees must ensure they are aware of the amount of FMLA/CFRA time being utilized.

The FMLA Tracking Worksheet (FMLA-6) can be used to monitor and track employee absences under FMLA/CFRA.

A written Exhaustion Notice must be provided to the employee once the protections afforded by FMLA/CFRA have ended.

- 12 Workweeks FMLA/CFRA/PPL
- 18 Workweeks PDL
- 26 Workweeks Servicemember Leave

Once an employee has exhausted the FMLA/CFRA job protection, their subsequent absences may be subject to disciplinary action.

# Compensation

FMLA/CFRA/PDL absences can be paid, unpaid, or a combination of both.

- For the employee's Own Serious Health Condition, the employee must use:
  - Any available paid illness time.
  - The employee can use accrued vacation time once they go into half-pay illness.
  - Employees are allowed, but not required to use vacation or accrued time off during PDL
- For care of a family member, before taking unpaid leave, the employee is required to use:
  - Any available personal necessity time.
  - Any available kin care.
  - Any accrued and available vacation time.
  - *Exception: Employees receiving benefits under the California Paid Family Leave program through the Employment Development Department (EDD) are not required to use the paid benefits listed above.*
- Eligible employees may use available illness time (full or half pay) for up to 12-workweeks for the purposes of Paid Parental Leave (PPL)
  - *Eligible employees who exhaust ALL available illness time and continue to be absent for the purposes of paid parental leave will be compensated at a rate of 50% of regular salary for the remaining portion of the 12-workweeks of Paid Parental Leave (PPL)*

# Protected Absence Codes

Absence Code	Description	Absence Code	Description	Absence Code	Description
FCIL	FMLA Full/Half Illness (Self Only)	FCVA	FMLA Vacation (Varies)	FWC	FMLA Protected Workers' Compensation (Self Only)
FCKC KC	FMLA Kin Care Non-FMLA Kin Care (Family Member)	FCPN	FMLA Personal Necessity (Family Member)	FCUP	FMLA Protected Unpaid (Varies)
PDIL	Pregnancy Full/Half Illness (Self Only)	PDVA	Pregnancy Eligible Vacation (Self Only)	PDUP	Pregnancy Eligible Unpaid (Self Only)
PLIL	Parental Leave Full/Half Illness (Parental Leave Only)	PLVA	Parental Leave Vacation (Parental Leave Only)	PPN	Religious Holiday/Court Appearance Personal Necessity (Self Only)
SAPN	School Activities Personal Necessity (Child Pre-K – 12)	SAUP	School Activities Unpaid (Child Pre-K – 12)	PUP	Religious Holiday/Court Appearance Unpaid (Self Only)