

EMPLOYEE LEAVES IN CALIFORNIA: YOUR TO-DO CHECKLIST

News

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California has among the most complicated leave of absence laws in the nation.

Jim McDonald offered a summary of the leave laws and a compliance check list to *HR West*.

1. Be sure your FMLA and CFRA posters are posted where employees can see them, and advise employees of their rights to FMLA/CFRA leave in your employee handbook too.
2. Adopt a leave request form for employees to use to request FMLA/CFRA leave and require employees to use it except in emergency situations. This will help prevent employees from claiming later that ambiguous requests for time off were actually requests for FMLA/CFRA leave, according to Jim.