

- NOTIFY** your manager at least 30 days in advance. If advanced notice is not possible, you are responsible for notifying your manager as soon as you know that you will require a leave of absence
- APPLY FOR LEAVE** using **ONLY** one of these methods:
 - Register, sign in and apply on MyLeave at <https://myleave.itimebank.com> (a work email address is required)
 - Submit a leave request form online at <https://Cedars-Sinai.onLOA.com>
 - Pick up a leave request form at the Leave & Disability Management (LDM) office
- COMPLETE & SUBMIT** your Certification of Healthcare Provider Form and any other information requested by the due date noted in your eligibility letter by:
 - Faxing it to the LDM Team at (310) 473-0018, or
 - Uploading it to your MyLeave account at <https://myleave.itimebank.com>
- ENSURE** your home address and telephone number(s) are up-to-date with HR Records at (310) 423-5526 to receive proper communication from the LDM Team. You are required to report all changes to HR Records, even if they occur while you are on a leave of absence.
- APPLY FOR SDI or PFL – ONLINE or BY PHONE** on the 8th calendar day of continuous leave (if illness or injury is not work-related) for State Disability Insurance (“SDI”) or Paid Family Leave (“PFL”) if applicable, through the CA Employment Development Department (“EDD”) **1.)** website: <http://www.edd.ca.gov/Disability/> or **2.)** phone: (800) 480-3287. EDD will determine your eligibility under these state programs (see EDD pamphlet enclosed). SEE IMPORTANT NOTES BELOW*
- REPORT** any work-related illness or injury to your manager and Risk Management.
- CONTINUE READING** the entire contents of this packet.
- EXTENDING YOUR LEAVE**
 - **Call** your manager to notify of your leave extension
 - Notify LDM of your extension by faxing or uploading your healthcare provider’s extension note*
 - Fax to: (310) 473-0018 / Upload to: <https://myleave.itimebank.com>
 - Login into your MyLeave account to submit a request to extend your leave
- RETURNING TO WORK WITH NO RESTRICTIONS**
 - **Call** your manager & LDM to notify of when you are returning to work
 - Make an appointment with EHS to clear to return to work by calling (310) 423-3322
 - Only if you are returning from a leave for your own serious health condition, pregnancy, or baby bonding that immediately followed your pregnancy leave (*For all other leaves; care of a parent/spouse/child EHS not required*)
 - You will need to turn in a healthcare provider’s release to return to work note* to EHS at your appointment
 - Once an EHS clearance is obtained you will need to go to Human Resources to turn in a copy of your EHS clearance
- RETURNING TO WORK WITH RESTRICTIONS**
 - **Call** your manager & LDM to notify of your work restrictions
 - Make an appointment with EHS to clear to return to work by calling (310) 423-3322
 - You will need to turn in a healthcare provider’s release to return to work note* to EHS at your appointment detailing your restrictions and the length of time the restrictions will last
 - Once an EHS clearance is obtained you will need to go to Human Resources to turn in a copy of your EHS clearance

**IMPORTANT NOTES*

- Payroll will begin reducing your pay to the amount needed to make up the difference between SDI or PFL and your normal pay (integration) on the 8th day. Failure to apply for state benefits on time may cause a delay in benefits resulting in reduced income until you resolve with EDD.
- There is no form to extend your leave of absence, an extension note is simply a note provided by the healthcare provider stating the extended period of time.
- There is no form to release you to return to work, a release to return to work note is simply a note provided by the healthcare provider stating when you are released to return to work with or without restrictions. The certification of health care provider form is not to be used to clear through EHS when returning to work.

LEAVE ELIGIBILITY

- Your leave request is reviewed to determine if you are eligible, under Cedars-Sinai's policies, for the leave requested.
- If you are eligible you will receive documents informing you of your rights and responsibilities and requesting additional information needed to evaluate and approve or deny your leave.
- If you are ineligible, you will receive documents informing you of your rights and responsibilities and the reason you are not eligible for the leave requested.

LEAVE APPROVAL

- Submitted information is reviewed to determine whether the leave reason is qualified and supported by the documentation provided.
- You will be sent a notice informing you of your leave designation (PDL, FMLA, CFRA or EML) based on the type of leave you requested, your eligibility and support documentation. An email notification, including your requested leave dates and status of the leave, will be sent to your manager.

Your health information will not be disclosed.

PAY

Leaves of absence are, by definition, unpaid. You may qualify to receive pay as follows:

- California State Disability Insurance (SDI) – state benefit for use for the employee's own serious health condition
- California Paid Family Leave (PFL) – state benefit for use for family care
- Workers' Compensation (WC) – insurance benefit covering employees for work-related illness or injury
- Cedars-Sinai Approved Leave Pay (ALP) bank (if eligible)
- Cedars-Sinai Vacation and Holiday Time (VHT) bank (if eligible)
- Sick Pay (SICA) hours for qualifying reasons

You are **required** to use your ALP hours during leave. SEE IMPORTANT NOTES BELOW*

- ALP will generally not be paid until the leave is filed in LDM, at which time ALP will be paid and used for integration as noted below during continuous FCML, PDL or EML.
- Leave time approved and taken intermittently must be entered in Kronos and in the LDM system to qualify for ALP.
- Integration of pay with SDI or PFL will begin automatically on the 8th calendar day of a continuous qualifying leave
- Integration of pay with WC will begin on the 4th calendar day of a continuous qualifying absence.
- Whenever allowable by law, Cedars-Sinai will require use of ALP and pay automatically.
- Pay integration will always be to 100 percent of pay. In no case will partial integration of pay be permitted.
- Once ALP, SICA and VHT hours have been exhausted, leave under this policy will be unpaid by Cedars-Sinai

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- To opt out of using ALP you must notify your manager in writing at the start of your leave. An employee who opts not to use ALP may not subsequently opt to start using ALP during his/her continuous leave.
- ALP should be entered in Kronos during a leave that is approved or pending approval in MyLeave. ALP paid for a pending leave that is subsequently denied will not be reversed/restored.
- It is your responsibility to notify payroll if state benefits end or are denied.
- Please contact your Manager or Kronos editor for information regarding your pay during leave. LDM does not administer or coordinate pay.