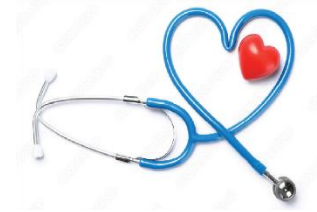


California State University, Fresno - Leave Programs

Human Resources, Joyal Administration Building, Room 211 (559) 278-2032 FAX (559) 278-4275

California State University, Fresno provides Faculty, Staff and Administrators (MPP) with the opportunity to apply for time away from work for medical or non-medical reasons for self or for family care. There are several types of leave of absences that may be granted to employees depending on their circumstances including:

- **California State University Family Medical Leave (CSU FML)**
- **Parental Leave (Maternity/Paternity/Adoption)**
- **California Pregnancy Disability Leave (PDL)**
- **Bereavement Leave**
- **Military Leave**



If you have questions or would like to discuss the need for a Leave of Absence, please contact the Confidential Leave Coordinator to schedule an appointment. All information discussed during the appointment is confidential. Eligibility for leave programs are based on the Collective Bargaining Agreement (CBA).

LEAVE COORDINATORS CONTACT INFORMATION

Leave Coordinators	Assignment
Sarah Confer Confidential Leave Coordinator sarahconfer@csufresno.edu (559) 278-8237	Staff, Administrators, Police, Faculty, Lecturers, Librarians, and Coaches
Juanita Aguilar HR Manager – Benefits jaguilar@csufresno.edu (559) 278-5336	FERP and Unit 11 (Teaching Associates)

REPORTING A MEDICAL LEAVE

When should I contact Human Resources (559) 278-2032? Contact Human Resources when:

You have an absence that may or has already exceeded 5 workdays due to illness or non-work-related injury or to care for an eligible family member due to illness (spouse, child, domestic partner or parent)

TYPE OF LEAVES

- **Full-time**
- **Partial** (e.g., reduction of workload/reduction in hours)
- **Intermittent** (sporadic due to employees/eligible family member's illness and/or need for medical care)
- **Parental Leave** (maternity, paternity, adoption/foster care)
 - Full leave (30 days)
 - Unpaid leave
- **State, Federal, and CSU Leave Programs**
 - Family & Medical Leave (paid/unpaid)
 - Pregnancy Disability Leave
 - California Family Rights Act
 - Non-Industrial Disability Insurance
 - Catastrophic Leave Donation Program
 - Usage of available Leave Credits per CBA (e.g. sick leave, personal holiday, vacation)

WHO IS ELIGIBLE TO REQUEST A MEDICAL LEAVE?

Eligible employees include staff, administrators (MPP), faculty and part-time faculty (lecturers).

The Human Resources Leave Coordinator must be contacted as we have a legal responsibility to notify an employee of his/her entitlements under the CSU Family Medical Leave program after five (5) days of absence due to illness.

- If you are **scheduled** to be off work due to illness/injury, please contact our office at (559) 278-2032 to schedule an appointment with the assigned Leave Coordinator. The Leave Coordinator will discuss eligibility of leave programs, usage of available leave credits and the necessary forms that will need to be completed.
- If you are **already off** of work (e.g. hospitalized) please contact our office at (559) 278-2032 as soon as possible. The Leave Coordinator will then provide you with information on available leave programs, usage of available leave credits and necessary forms via email or mail.

CSU FML Eligibility

CSU FML eligibility is determined on a case-by-case basis. The following employee groups must have been employed at least 12 months and must have actually worked 1,250 hours:

- Physicians (R01)
- Skilled Crafts (R06)
- Statewide University Police Association (R08)
- IUOE (R10)
- Confidential (C99)
- Management Personnel Plan (MPP) (M80)

All other full-time and part-time employees not listed in the employee groups above who are employed for at least one academic year or 12 months preceding the request for CSU FML are exempt from the 1,250 hour eligibility requirement pursuant to their respective collective bargaining agreements.

SCOUT PROGRAM – ON CAMPUS SHUTTLE SERVICE

The Scout program provides on-campus transportation to and from campus buildings for **faculty, staff and administrators** who require transportation assistance due to a temporary or permanent medical restriction(s).

Human Resources will require medical documentation (note) in order to issue a Scout ID card that will provide access to the tram. Participants will be provided a telephone number to arrange pick-up times. Cards are issued for a maximum of one year. Expiration of Scout ID card is based on medical documentation (note).

For additional information or participation in the SCOUT program, please contact Human Resources (559) 278-2032.

NURSING MOTHERS AND LACTATION SUPPORT

California State University, Fresno recognizes the importance and benefits of nursing and lactation support for mothers and their newborn or young infants. If you would like to have access to the lactation stations on campus please contact Sarah Confer at (559) 278-8237. Information is also available on our website: <http://www.fresnostate.edu/adminserv/hr/title-ix/nursing.html>