

## Supervisor's Quick Reference Guide for Leaves of Absence

for

### Family Medical Leave Act (FMLA) &

### California Family Rights Act (CFRA)

- Employees may be eligible for leave of absence due to personal or family medical needs
- They are generally eligible after one year of service and for absences expected to last more than three days
- Jobs are protected when the employee returns to work on an approved FMLA/CFRA leave
- A leave can be initiated by the supervisor, employee or Human Resources
- ***IF YOU ARE NOTIFIED BY THE EMPLOYEE OF A SITUATION THAT MIGHT BE CONSIDERED A FORMAL LEAVE, THIS IS CONSIDERED SUFFICIENT NOTICE UNDER THE LAW. YOU MUST CONTACT BENEFITS OR HUMAN RESOURCES IMMEDIATELY IF YOU BELIEVE YOUR EMPLOYEE IS REQUESTING TIME OFF FOR A SERIOUS HEALTH CONDITION OR A MEDICAL CONDITION OF A FAMILY MEMBER. PARENTAL BONDING TIME FOR A NEW OR ADOPTED BABY IS INCLUDED UNDER THESE RULES.***
- The Benefits Department is responsible for all approving and denying leaves, so they must be notified accordingly. You will be copied on communications with the employee during the process including approval and disapproval of leaves.
- The Benefits Department must approve any changes in leave dates, return to work dates or extensions of leaves.
- When an employee returns to work they must bring a completed Return to Work form, signed by their doctor when they return. This form needs to be sent to Benefits.



REALLY IMPORTANT!!

A COPY OF THE PROCESS WORKFLOW IS ATTACHED. PLEASE REFER TO THE BRAND LEAVE OF ABSENCE GUIDE FOR FURTHER INFORMATION ON LEAVES.

#### Leave Contact Information

**Brand Benefits**  
**c/o Tri-Star Benefits Systems**  
**14323 South Outer Hwy 40, Suite 200 South**  
**Chesterfield , MO 63017**  
Phone: 314-985-0256  
Fax: 314-985-0257  
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