



Legislation Details (With Board Report)

File #: RES 20-081 **Name:** Family Care and Medical Leave Policy
Type: BoS Resolution **Status:** Passed - Human Resources Department
File created: 5/29/2020 **In control:** Board of Supervisors
On agenda: 6/9/2020 **Final action:** 6/9/2020

Title: Adopt a Resolution to:
a. Approve the Family Care and Medical Leave Policy P-180, which supersedes the Family and Medical Leave Policy Res. No. 95-300; and
b. Authorize the Human Resources Department and the Auditor-Controller’s Office to implement the Family Care and Medical Leave Policy.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Board Report, 2. Attachment A P-180 Family Care and Medical Leave Policy, 3. Attachment B 1995 Policy, 4. Resolution Family Care & Medical Leave Policy, 5. Item No. 43 Completed Board Order & Resolution

Date	Ver.	Action By	Action	Result
6/9/2020	1	Board of Supervisors		

Adopt a Resolution to:
a. Approve the Family Care and Medical Leave Policy P-180, which supersedes the Family and Medical Leave Policy Res. No. 95-300; and
b. Authorize the Human Resources Department and the Auditor-Controller’s Office to implement the Family Care and Medical Leave Policy.

RECOMMENDATION:

It is recommended that the Board of Supervisors adopt a Resolution to:
a. Approve the Family Care and Medical Leave Policy P-180, which supersedes the Family and Medical Leave Policy Res. No. 95-300; and
b. Authorize the Human Resources Department and the Auditor-Controller’s Office to implement the Family Care and Medical Leave Policy.

SUMMARY:

The current Family and Medical Leave Policy was adopted in 1995 and was intended to provide guidance to employees, management and human resources professionals concerning employee rights under the federal Family Medical Leave Act (FMLA) and State leave laws. These laws provide certain rights for employees in need of taking protected leave of absence for qualified reasons.

DISCUSSION:

The Human Resources Department has been engaged in updating the County’s policy to ensure compliance with Federal and State regulations and to provide consistent leave of absence processing County-wide. The Human Resources Department partnered with the Offices of the County Counsel and Auditor-Controller to discuss and identify the following changes to the Family Care and Medical Leave Policy:

- The “12-Month Period” for purposes of FMLA is changed from a calendar year to a rolling year.

- Running Pregnancy Disability Leave (PDL) concurrent with Family Medical Leave Act (FMLA) where allowable.
- Expands the 12 weeks of FMLA eligibility related to baby bonding for both spouses or parents each when both are employed by the County.
- The revised policy clarifies what types of accrued leaves must be used by an employee prior to going into unpaid status.

The purpose of the revised policy is to provide expanded leave benefits to eligible employees. This revised policy also provides leave management guidance and streamlines the process for all employees. For these reasons, it is recommended that the Board of Supervisors approve the updated Family Care and Medical Leave Policy.

OTHER AGENCY INVOLVEMENT:

The Offices of the County Counsel and Auditor-Controller have been involved in the updating of this policy. Employee groups were provided the updated policy and given an opportunity to comment.

FINANCING:

There is no anticipated financial impact associated with this updated policy.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Check the related Board of Supervisors Strategic Initiative(s):

- Economic Development - Through collaboration, strengthen economic development to ensure a diversified and healthy economy.
- Administration - Promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability and transparency.
- Health & Human Services - Improve health and quality of life through County supported policies, programs, and services; promoting access to equitable opportunities for health choices and healthy environments in collaboration with communities.
- Infrastructure - Plan and develop a sustainable, physical infrastructure that improves the quality of life for County residents and supports economic development results.
- Public Safety - Create a safe environment for people to achieve their potential, leading business and communities to thrive and grow by reducing violent crimes as well as crimes in general.

Prepared by: Melissa Zamora, Senior Benefits Analyst

Approved by: Irma Ramirez-Bough, Director of Human Resources

Attachments:

Attachment A - Family Care and Medical Leave Policy

Attachment B - Family and Medical Leave Policy Res. No. 95-300 Resolution

Cc: Charles J. McKee, County Administrative Officer
Les Girard, County Counsel
Rupa Shah, Auditor-Controller
Dewayne Woods, Assistant County Administrative Officer
Jan Holmes, Deputy County Counsel
Kim Moore, Assistant Director of Human Resources
Ariana Hurtado, Senior Labor Relations Analyst
Paulette Clark, Human Resources Program Manager