

Medical Leave of Absence Employee Checklist

Request for Medical Leave of Absence

(30 calendar days advance notice when need for leave is foreseeable.)

Contact: Department Human Resources/Payroll Liaison for forms - return forms to your Department Human Resources/Payroll Liaison

1. Complete the Leave of Absence form (employee completes).
2. Medical Certification form (employee/physician completes).
3. Keep in contact with your Supervisor.
4. Newly eligible dependents such as a newborn or newly adopted child(ren) can only be added to your health insurance benefits when enrolled **within 31 days** of the qualifying event (e.g., date of birth or adoption). Contact your Payroll Clerk or Human Resources Benefits at 565-2900 or Benefits@sonoma-county.org for the necessary forms.
5. Check with your Payroll Clerk for other available benefits such as Long Term Disability Plan, Workers' Compensation Program, and/or Health Insurance contribution.
6. If your address changes while on leave, notify your Payroll Clerk of your new address as soon as possible.
7. If pay is reduced so that it is insufficient to cover your share of insurance premiums or if unpaid, contact the Auditor Central Payroll office at 565-4692 or 565-4690 to arrange for insurance premium payment. Failure to pay timely premiums will result in a loss of coverage.
8. If applicable, check with SEIU, Local 1021 regarding Short-Term Disability coverage. Dublin Insurance: 1-800-824-3316

Request for Extension of Medical Leave of Absence

Fifteen (15) Days in Advance of Your Leave Expiration

Contact: Department Human Resources/Payroll Liaison

1. Provide an updated medical status note to your Department Human Resources/Payroll Liaison.
2. Keep in contact with your Supervisor.
3. Contact Auditor Central Payroll office at 565-4692 or 565-4690 if you require additional remittance coupons to continue insurance premium payments.

Upon return to work:

1. If the leave was for your own serious health condition, you must provide your department with medical certification that you are released to return to work if your original certification does not have a return date. Make sure the physician has noted any restrictions and duration.
2. If you cancel your benefits while on leave, a new enrollment form is required upon return to work in order to be re-enrolled.
3. Enrollment forms are available from your Department's Human Resources/Payroll Liaison or the County Human Resources' Benefits Unit at 565-2900
4. Return completed forms as soon as possible and no later than thirty-one (31) days after you return to work.

For more information on medical leaves, please refer to the Medical Leave Policy available on Human Resource's website.