

HUMAN RESOURCES MEMORANDUM

SUBJECT: FAMILY AND MEDICAL LEAVE ACT (FMLA) Employees in Bargaining Units 1, 2, 4, 11, 12, 13, 14, 15, 19 and all excluded employees	NUMBER: HR 02-021
	DATE ISSUED: July 12, 2002
DISTRIBUTION: PERSONNEL LIAISONS; Attendance Clerks	EXPIRES:

This is to notify you that the State of California is changing the method of determining the maximum benefit under FMLA leave. The Code of Federal Regulations requires this notice [29 C.F.R. 825.200(d)(1)] and applies to employees in the Bargaining units identified above and all excluded employees.

Under current practice, FMLA leave is calculated using the 12-month rolling year method. Under the new method, State departments are now required to implement the 12-month calendar year method. Under this method, an employee is entitled to up to 12 weeks of FMLA leave at any time during a calendar year. This change is effective for the 2002 calendar year. Prior to implementing this change, departments are required to provide a 60-day notice to all affected employees. The employees retain the full benefit of 12 weeks of leave under this new method. Thus, regardless of how much FMLA leave has been taken during the past 12 months under the rolling-year method, employees are entitled to 12 weeks of leave during calendar year 2002.

Questions regarding this notice may be directed to your Personnel Liaison.

JINNY MUNRO, Manager
Labor Relation and Program Improvement

JM:BJO

cc: Personnel Transactions Unit
Personnel Analysts
Labor Relations