

# GROSSMONT-CUYAMACA COMMUNITY COLLEGE

## LEAVES OF ABSENCE

### LEAVE TYPES

There are several types of leaves of absence available to employees including, but not limited to:

- FMLA/CFRA (Medical Self)
- FMLA/CFRA (Medical Family)
- CFRA (Child Bonding Leave)
- PDL (Pregnancy Disability Leave)
- Military Leave
- FMLA/Military Caregiver Leave
- FMLA/Military Exigency Leave
- Leave Without Pay
- Sabbatical

*You can find further explanation of these leaves in your employee handbook or contract. A brief explanation of each leave is listed for your quick reference:*

**FMLA** (Family Medical Leave Act) is available for the serious illness/injury of an employee, an employee's family member, or to care for a Military family member. FMLA is taken when the leave is extensive. FMLA provides for up to 12 weeks in most instances, with the time being taken all at once or intermittently based on the physician's statement. This leave is for the purpose of protecting your position and is a non-paid leave for eligible employees. **Health Care Provider Certification Form Required.** *Must be approved prior to taking leave in most instances.*

**CFRA** (California Family Rights Act) is similar to FMLA, but adds extra leave to those under FMLA for pregnancy disability related leaves and does not include allowances for a Military Caregiver. **Health Care Provider Certification Form Required.** *Must be approved prior to taking leave in most instances.*

**CFRA Child Bonding Leave** can be taken in the year following the birth or adoption of a child. Eligible employees may utilize this leave for up to 12 weeks of unpaid leave

**PDL** (Pregnancy Disability Leave) allows for up to 4 months of unpaid leave for employees disabled due to pregnancy. Employees taking PDL do not need to meet the eligibility requirements of FMLA or CFRA. **Health Care Provider Certification Form Required.**

**Military Leave** is processed according to the current Federal law. This leave is administered based on military orders.

**FMLA-Military Caregiver Leave** is part of the Family Medical leave Act and provides for up to 26 weeks of unpaid leave to be granted to an eligible employee to provide care to an injured covered service member. The service member must be an eligible employee's spouse, son, daughter, parent, or eligible "next of kin". **Health Care Provider Certification Form Required.**

**FMLA-Military Exigency Leave** is part of the Family Medical Leave Act and allows for up to 12 weeks of unpaid leave to be granted to an eligible employee who is the spouse, son, daughter, or parent of a service member to attend to any qualifying exigency.

**Leave With Out Pay** must be approved by the Governing Board for all Employees for extended Leaves of Absence.

**Sabbaticals** All employees should refer to their respective collective bargaining agreements for clarification on sabbatical procedures.

Please contact Human Resources with questions about leave forms, leave eligibility, or guidelines for leave approval at 619-644-7634.