



Integrated Disability Management

FMLA/CFRA DETERMINING THE 12-MONTH PERIOD

DECEMBER 2022



FMLA/CFRA YEAR (12-MONTH PERIOD)

Family and Medical Act (FMLA) and California Family Rights Act (CFRA) entitle employees to job-protected leave in a defined 12-month period for specified family and medical reasons.

The District uses the 12-month period measured forward from the first date an employee takes an FMLA/CFRA-qualifying leave to establish the FMLA/CFRA year.

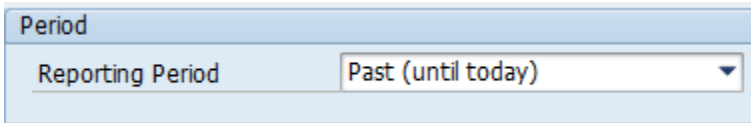
Once the first FMLA/CFRA year (12-month period) is established, the next FMLA/CFRA year (12-month period) begins the first time an FMLA/CFRA leave is taken after completion of any previous FMLA/CFRA year (12-month period).

STEPS TO CALCULATING THE FMLA 12-MONTH PERIOD MEASURED FORWARD (ALL EMPLOYEES)

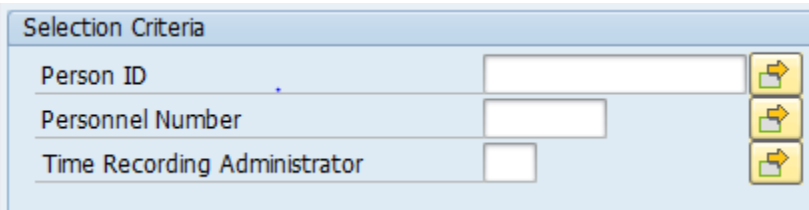
1. Determine the FMLA/CFRA year (12-month period).
2. Launch SAP/BTS
3. Run ZPT_BAL00 report.
 - a. See, “Cumulated Time Evaluation Results Report Job Aid” for instructions on how to run report.



- b. Change the Reporting Period to “Past (until today)” under Period:



- c. Enter Person ID under Selection Criteria:

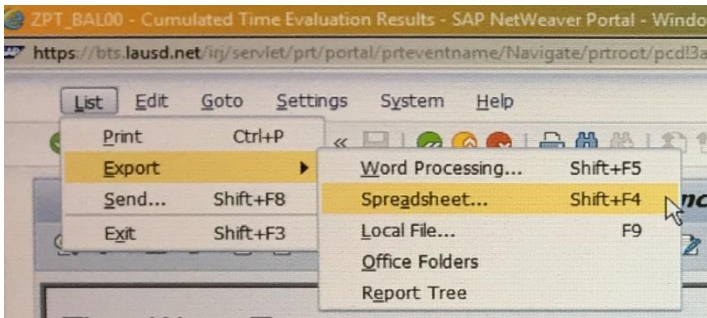


- d. Click on “Time/Wage Types” under Selection Conditions:

Selection Conditions	
<input type="radio"/> Daily Bal.	<input type="text"/>
<input type="radio"/> Cumul. Balances	<input type="text"/>
<input checked="" type="radio"/> TimeWage Types	<input type="text"/>

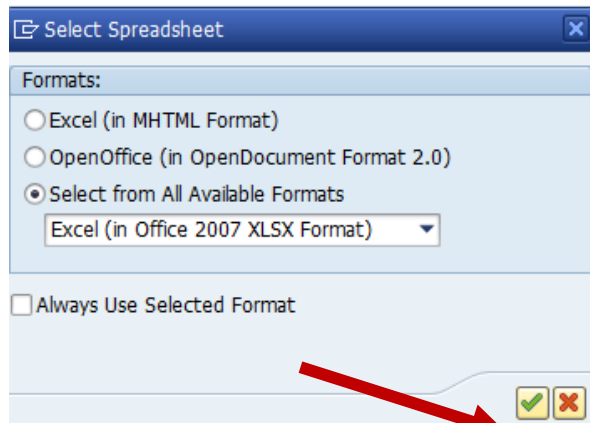
4. Export ZPT_BAL00 report to Excel

- a. Click the "List" dropdown menu
- b. Hover pointer over Export
 - i. Click Spreadsheet



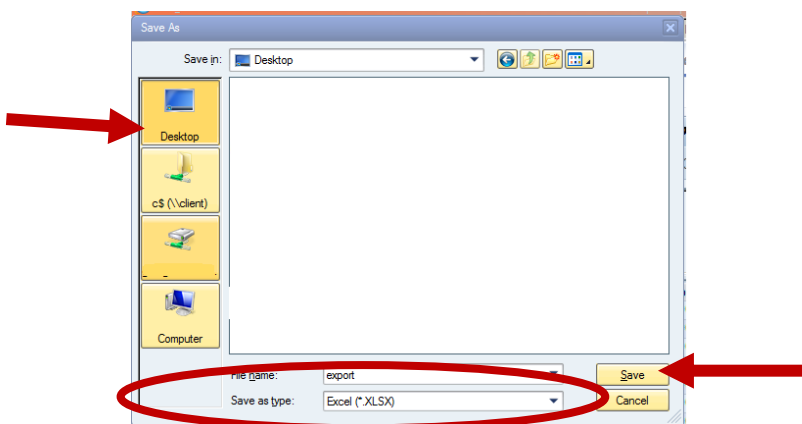
c. The Select Spreadsheet popup window will appear:

- i. Click the green check mark to continue



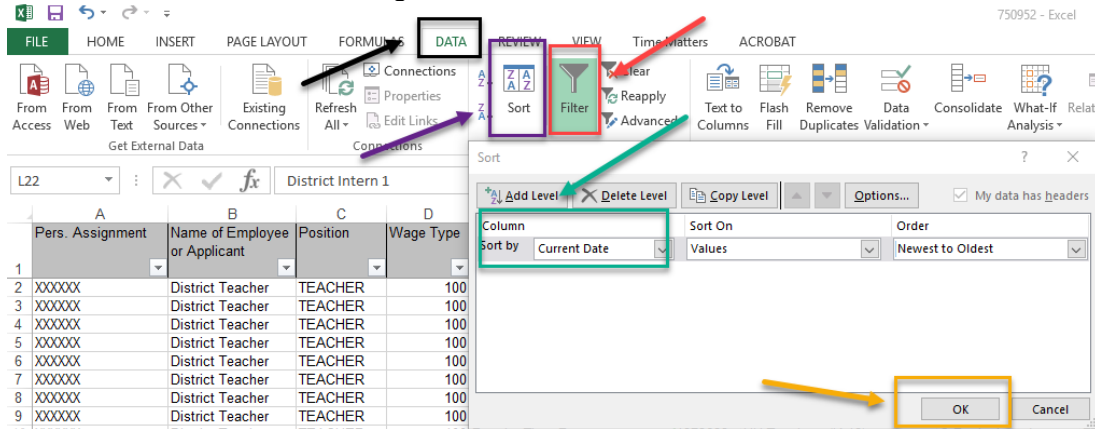
d. The Save As popup window will appear:

- i. Click Desktop
- ii. Use the Employee's Name, ID number, and Date as the File Name
- iii. Click Save

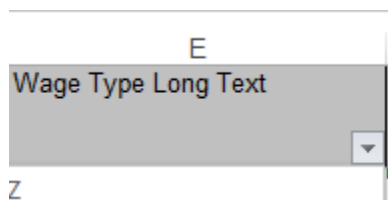


5. Open the Excel spreadsheet you saved to your Desktop

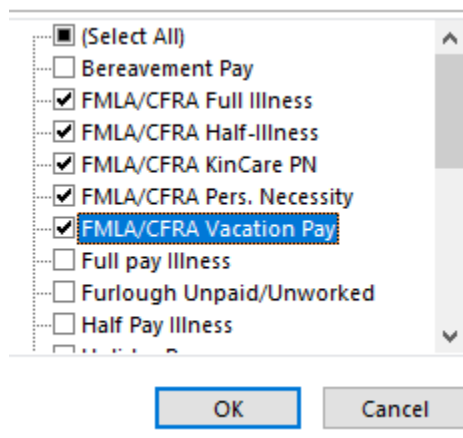
- a. Click the DATA tab
- b. Click Filter
- c. Click Sort
 - i. In the Dialogue box:
 1. Select Sort by: Current Date
 2. Click OK
 3. Save Changes



d. Select Wage Type Long Text (Column E)



i. Filter by Protected Leaves Wage Types Only



1. Protected Leaves Wage Type List:

- a. FMLA/CFRA Full Illness
- b. FMLA/CFRA Half-Illness
- c. FMLA/CFRA KinCare PN
- d. FMLA/CFRA Pers. Necessity
- e. FMLA/CFRA Unpaid Absence
- f. FMLA/CFRA Vacation Pay
- g. PLIL
- h. Workers Cmp. Full Pay III (Reported as FWC under Cat3 in SAP/BTS)
- i. Workers Cmp. Half Pay III (Reported as FWC under Cat3 in SAP/BTS)

ii. Click OK

6. Determine the Employee's FMLA/CFRA year (12-month period).
 - a. Has FMLA/CFRA time been taken previously?
 - i. NO: The first day of leave is the start of the employee's current FMLA/CFRA year (12-month period).
 1. If no FMLA/CFRA time has been taken previously, there will be no FMLA/CFRA Wage Types in the employee's ZPT_BAL00 report.
 - ii. YES: Determine employee's current FMLA/CFRA year (12-month period).
 1. Using the employee's ZPT_BAL00 report filtered by Protected Leaves Wage Type List, determine the FMLA/CFRA year(s) (12-month period(s)).
 - a. Count forward 12 months from the first protected leave to determine the employee's first FMLA/CFRA year.

8.00 6/1/2016 Regular/Permanent FMLA/CFRA Year 6/1/2016 - 5/31/2017
 - b. The next protected leave after the first 12-month period establishes the start of the next FMLA/CFRA year.

8.00 8/14/2017 Regular/Permanent FMLA/CFRA Year 8/14/17 - 8/13/18
 - c. Continue counting FMLA/CFRA years (12-month periods) until you get to the current year in which the protected leave has or will occur.
7. Determine Total FMLA/CFRA Time Available for This Request.
 - a. If the employee has not taken any FMLA/CFRA time within the last 12 months, the employee has the full 12 weeks available to use for this FMLA/CFRA request.
 - i. The employee's first date of leave is the first day of the employee's current FMLA/CFRA year (12-month period).
 - b. If FMLA/CFRA has been taken within the last 12 months, look back to the date the employee's current FMLA/CFRA year (12-month period) began to determine how much FMLA/CFRA time has been used in the current FMLA/CFRA year (12-month period).
 - i. Subtract the time previously used in the current FMLA/CFRA year (12-month period) from the 12-workweek entitlement to determine how much FMLA/CFRA entitlement is remaining for the current FMLA/CFRA request.
 1. Continuous leaves are counted in weeks.
 - a. Periods of time when an employee is unassigned for seven (7) calendar days or more do not count towards the employee's FMLA/CFRA entitlement.
 2. Intermittent leaves are counted in days and/or hours.
 - a. 12 workweeks times 5 work days per week equals 60 days per FMLA/CFRA year (12-month period).
 - b. Hours are calculated by multiplying the number of hours an employee is scheduled to work per day times the number of days in 12 workweeks:
 - i. An employee assigned to work 8 hours per day times 60 days is entitled to 480 hours per FMLA/CFRA year (12-month period).