

FMLA/CFRA

Information

All Absences

In order to get employees paid properly during any type of FMLA absence, it is vital that employees turn in paperwork that is filled out correctly so the Personnel Unit can process it to make sure that all employees are paid in a timely fashion. If an employee turns in incomplete or incorrect forms to their supervisor their payment may be delayed. It is necessary for all employees to submit a completed "Certification/Request of Absence for Illness, Family Illness, New Child," Form No. 60.ILL;7/1/05, along with an absence notice, force account report, or DBR.

Special considerations:

*All employees should turn in **all copies** of their FMLA requests to their immediate supervisor, who will look over the information, initial and forward to the Personnel Unit. Personnel will either designate or not designate the requested time off as FMLA and submit time for payment. Personnel will then notify the employee and their supervisor of the employee's FMLA status and return employee copies.*

Be aware of your
FMLA/CFRA rights



Los Angeles Unified School
District
Transportation
Branch

2710 Media Center Drive #100
Los Angeles CA 90065
Phone: 323.342.1300
Fax: 323.221.1637

Attn: Personnel Unit

Los Angeles Unified School District
Business Services Division

Transportation Branch

FMLA/CFRA
TIME REPORTING



Personnel Unit
323-342-1300

FMLA/CFRA Information

When bus drivers and employees on force account time reporting turn in their requests for FMLA, they need to put in a specific receiver order number for the category of FMLA leave benefits they are requesting. Failure to use the correct receiver order number can result in delays of the employee getting paid. DBRs or force account reports must fully describe the benefit requested. The numbers are listed below:

FMLA Illness – 240021611285 (can only be used for own illness)

FMLA Vacation – 240021631285

FMLA Unpaid – 240021621285 (can only be used after depletion of illness and/or vacation benefits)

FMLA Personal Necessity –
240022001285

FMLA Labor Code 233 – Kin Care –
240022011285

Pregnancy, Illness – 240022021285

Pregnancy, Vacation –
240022031285

Pregnancy, Unpaid Time –
240022041285

Holiday – 240022141285

When filling out the yellow Certificate of Absence (Form no. 60;ILL), please fill out all sections completely, starting with the section called “Employee Information.” Then going on to the section labeled “Reason for Absence” 1. Tell us if this is a new absence, an extension of an ongoing absence, or an intermittent absence/Reduced schedule on number 2 & 3. Tell us the starting date of the absence and the expected last date of the absence. Under section 4, tell us what category the absence falls under. If the absence is for a family member, **it is important to indicate to us under 4 E who the family member is you are taking time off for, and to indicate to us whether or not you want to take it as Personal Necessity or Kin Care. If you do not choose either PN or KC, we will automatically use any available vacation time.**

Under section 5, “FMLA/CFRA Information,” you must tell us if you are requesting FMLA, and answer yes or no to the three questions in that section.

Under sections 7 and 8, “Important LAUSD Information,” please tell us if you are attaching the appropriate medical certification with the certificate of absence form, and if you are asking for paid or unpaid leave. Finally, you must sign and date the certificate of absence.

Information on the daily bus report /force account report and certificate of absence must match. Forms with incorrect information will be returned for correction.

Please keep in mind:

For all employees turning in either DBR’s or force account reports, please do not include regular time with FMLA time. The time for FMLA must be submitted on a separate DBR or force account report. Those with regular time listed along with FMLA will be returned to the employee for correction.

All FMLA time must be processed through the Personnel Unit.