

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Human Resources	(2) MEETING DATE 12/04/2012	(3) CONTACT/PHONE Ken Tasseff _ 781-5959	
(4) SUBJECT Request to approve an updated County Family Care and Medical Leave Policy.			
(5) RECOMMENDED ACTION It is recommended that the Board approve the attached Family Care and Medical Leave Policy.			
(6) FUNDING SOURCE(S) N/A	(7) CURRENT YEAR FINANCIAL IMPACT \$0.00	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? N/A
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Board Business (Time Est. _____)			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input checked="" type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date _____	
(17) ADMINISTRATIVE OFFICE REVIEW Emily Jackson			
(18) SUPERVISOR DISTRICT(S) All Districts -			

County of San Luis Obispo



TO: Board of Supervisors
FROM: Tami Douglas-Schatz, Human Resources Director
DATE: 12/04/2012
SUBJECT: Request to approve an updated County Family Care and Medical Leave Policy.

RECOMMENDATION

It is recommended that the Board approve the attached Family Care and Medical Leave Policy.

DISCUSSION

In August 1993, the County adopted a Family Care and Medical Leave Policy in order to comply with the federal Family and Medical Leave Act (FMLA) as well as the California Family Rights Act (CFRA). These two Acts provide protected leave to qualified employees for medical reasons or for military exigency. The County FMLA policy was last updated in May of 1995.

This policy update is in response to several changes in State and federal statutes over the past several years. Where the statutes require the employer to select among various policy options, this Policy memorializes the County's selections. In addition, this updated Policy provides significant procedural content that was not in the original policy, so that the departments have a unified document to ensure consistent application and compliance. Because of the added procedural content, showing changes in track change format is not practical. A copy of the current FMLA policy is included for reference.

OTHER AGENCY INVOLVEMENT/IMPACT

Selected staff from departments who frequently use this policy and regularly interface with Human Resources were assembled to review and comment on this updated policy. In addition, an ad-hoc group of County leaders including the Health Agency Director, General Services Agency Director, and Sheriff's Chief Deputy reviewed and commented on this policy. Both groups concur with the recommendation of the Human Resources Department.

FINANCIAL CONSIDERATIONS

There is no financial impact associated with adoption of this policy.

RESULTS

Approval of this updated policy will contribute to a well governed community by providing departments with the most current guidance for handling FMLA qualifying leaves.

ATTACHMENTS

1. Updated Family Care and Medical Leave Policy
2. Original Family Care and Medical Leave Policy