

## Family and Medical Leave Manual for California Employers - 16th Edition

Richard J. Simmons  
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California employers are covered by state and federal laws that regulate family and medical leaves. These laws guarantee employees the right to take leaves to care for newborn children, adopted children, and seriously-ill family members. Employees can also take leaves needed due to their own serious health conditions, due to qualifying exigencies and to care for servicemembers. The laws usually require employers to maintain health insurance benefits in effect, continue life and disability insurance, allow the use of vacation and sick leave benefits, and comply with numerous other rules. They regulate reinstatement, employee handbooks, employee notice, record-keeping, and posting requirements. They also establish serious sanctions and penalties.

In this publication, Attorney Richard J. Simmons of the law firm of Sheppard, Mullin, Richter & Hampton LLP, guides employers through the complicated web of rules created by the laws. It examines the extension of the CFRA to employers with five or more employees, key features of the state and federal laws, including the new regulations, provides sample medical certification forms, posters, and a fact sheet, as well as a drafting checklist for policies. It contains a **sample leave of absence request form** that identifies eligible employees and **sample leave of absence policies**.

Among the subjects addressed in the publication are the following:

- **Sweeping Amendments to CFRA in 2021 and 2022**
- **New Regulations and Changes**
- **Employee Eligibility Standards**
- **Use of Vacation and Sick Benefits**
- **Sample Leave Request Form**
- **Sample Personnel Policies**
  
- **Types of Leaves Allowed**
- **Military Family Leaves**
- **Reinstatement Rights**
- **Sample Posters and Dr. Certification**
- **Employer Notification Rules**

- **Record-Keeping Rules**

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Labor and Employment