

For Dispatchers

Overview

New Procedure

Extended leaves can only be granted if the leave has already been entered and certified in Trapeze.

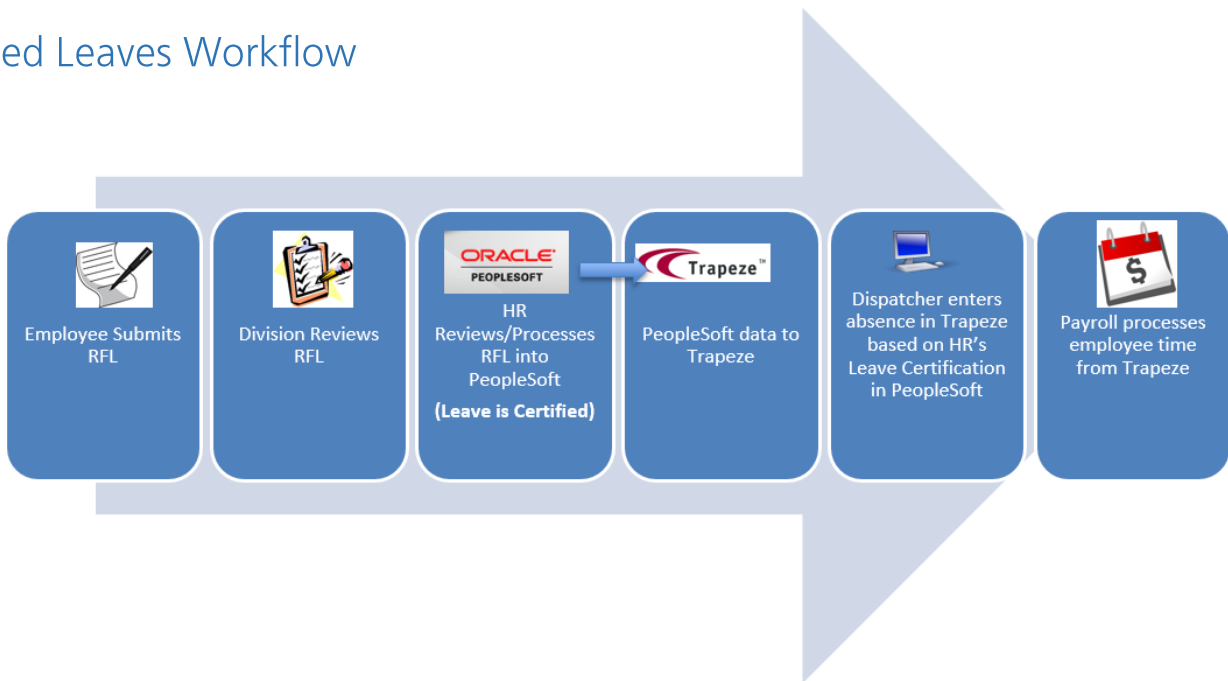
Certified leaves are entered into Trapeze after Request for Leave (RFL) forms have been submitted to and approved by SFMTA’s HR-Return to Work (RTW) unit.

U.S. Department of Labor Regulations

In general, the employee **must** give the employer at least **30 days** advance notice of the need to take FMLA leave when he or she knows about the need for the leave in advance and it is possible and practical to do so.

<https://www.dol.gov/whd/regs/compliance/whdfs28e.htm>

Extended Leaves Workflow



Certification of Extended Leave

When an employee notifies the dispatcher of an upcoming leave, over 5 days in duration, a Request For Leave (RFL) form needs to be submitted with a health care provider certification.

- RFLs are also required for Intermittent Leaves
- The new RFL can be downloaded here: http://inside.sfmta.com:8088/docs/Documents/RequestForLeave_and_Protections_MTA.pdf
- FMLA Health Care Provider Certification Form can be downloaded from [DHR's Website](http://sfdhr.org/employee-leaves): <http://sfdhr.org/employee-leaves>

Before submitting leave requests, ensure the following:

- ✓ The form is filled out completely and accurately
- ✓ Reviewed and signed by Superintendent
- ✓ Submitted to HR- leave department immediately

Failure to submit accurate leave forms can result in pay discrepancy for employees

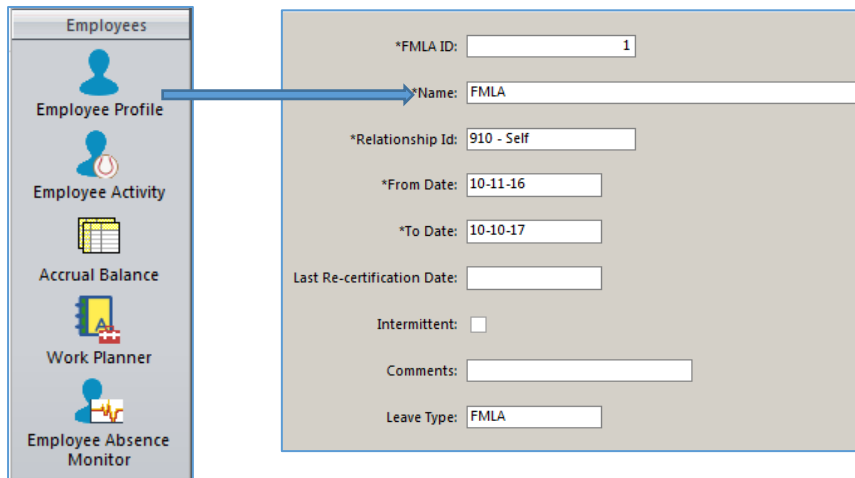
New Trapeze Procedure

<ul style="list-style-type: none"> A leave certification must be selected to complete a leave request. For continuous leaves only- The dispatcher must create absence for the whole leave period. Absence start and end date must align with leave certificate start and end dates. Employees cannot work during leave periods. Extended Leave Backdates- Follow same procedure as with all current backdate procedures. 	<h3>TYPES OF LEAVES</h3> <p>FMLA- Family and Medical Leave Act PDL- Pregnancy Disability Leave</p> <p>CFRA – California Family Rights Act FCL – Family Care Leave</p> <p>PPL – Paid Parental Leave</p>
--	--

On April 12th, each dispatcher must link **every FMLA absence** to an **FMLA leave certification** from April 8th – April 24th

Relationship/Leave	FMLA	CFRA	FCL	PDL	PPL
910-Self	yes	yes			
911-Family	yes	yes	yes		
912-Child Birth				yes	
913-Pregnancy Related				yes	
914-Child Bonding	yes	yes	yes		
915-Domestic Partner		yes			
916-Military Qualify Exigency	yes				
917-Military Caregiver	yes				
<i>No Relationships</i>					yes

How To Post Extended Leaves



Step 1- Verify leave certification in Trapeze (Trapeze Employee Profile)

Step 2- Check and enter proper leave codes based on leave certification.

Step 2A -If not certified in Trapeze then enter sick leave (SP or SL).

CONTACT HELP

<p>Payroll Issues Dispatchers contact their division payroll specialist</p>	<p>RFL or Leave Certification Issues Dispatchers should contact Return to Work staff:</p> <ul style="list-style-type: none"> Email: RTWteam@sfmta.com Phone: 415-701-5029
--	--