

Who needs to file a Request for Leave form?

All employees who will be absent from the workplace for more than 5 consecutive workdays must submit a Request for Leave form to cover the full duration of their leave of absence.

When is a Request for Leave form required?

Request for Leave forms are required when an employee is absent from the workplace for **more than 5 consecutive workdays** for medical, personal, educational, military, workers' compensation Injury or family health care related reasons.

Where do employees obtain Request for Leave forms?

Request for Leave forms are available at each worksite from the supervisor or manager, and are also available from the Return to Work Unit (RTW). The Request for Leave form can also be found on the [SFMTA intranet](http://inside.sfmta.com:8088/docs/Documents/RequestForLeave_2014June24_v3.pdf) (http://inside.sfmta.com:8088/docs/Documents/RequestForLeave_2014June24_v3.pdf). RTW is currently located at One South Van Ness Avenue on the 6th Floor.

Who do employees submit Request for Leave forms to?

Employees should submit completed Request for Leave forms to their **immediate supervisor** and or Superintendent for consideration and completion of **Section III** of the Request for Leave form.

What should the Supervisor do?

The supervisor should make sure every employee who is absent for more than 5 consecutive workdays is provided with a Request for Leave form. The Return to Work Unit (RTW) team will assist with sending the appropriate Request for Leave form and FMLA documents out when a supervisor completes and submits a Supervisor Notice of Absence form.

Once a supervisor is in receipt of a Request for Leave form, he or she should recommend to approve, or disapprove the leave of absence by completing Section III of the Request for Leave form and forwarding the completed Request for Leave form to the Return to Work team for processing. If a leave of absence is disapproved or denied the supervisor must notify the employee in writing and indicate the reason for the disapproval or denial, as well as the need for the employee to return to work immediately or be subject to discipline up to and including dismissal.

Who has the final authority to approve a Request for Leave form?

The final authority to approve a Request for leave form rests with the appointing office Donald Ellison, Deputy Director of Human Resources. This authority is generally delegated to a number of managers in the Human Resources Department (i.e., EEO, RTW, WC, and/or ER/LR managers).

Do employees on Workers' Compensation or State Disability Insurance (SDI) leaves need to submit a Request for Leave form?

Yes. The Request for Leave form is an official civil service employment document and is the only form that preserves the employee status while they are away from work on a leave of absence.

What if an employee needs to extend their leave?

If a leave of absence needs to be extended, the employee is responsible for providing adequate notice to their supervisor or manager to file another Request for Leave form with the extended dates.

Can an employee come back before their leave is scheduled to end?

Yes. If an employee is released by their health care provider sooner than expected, the employee may complete a Request to Abridge Leave form and obtain approval from their supervisor or manager to return to work earlier than the expected date. In cases where there is a backfill to the employee's position, the supervisor or manager may not approve an earlier return to work date for the employee.

What is "Adequate Notice?"

Adequate notice for returning before the scheduled end of a leave is usually not less than 5 working days. Adequate notice for requesting a leave extension is usually not less than 2 weeks prior to the scheduled return date. Grace period for leave extension request is 1 week after expiration date of the last leave date.

What does an employee need to do before returning to work after a leave of absence?

All employees returning from leave must bring a valid medical release from their health care provider clearly indicating the exact date he or she can return to **"full duty no restrictions"** to the RTW window at One South Van Ness for return to work processing and a clearance packet to take back to their worksite. If an employee is released to return to work with restrictions, the employee will be referred to EEO/ADA for further review of their documents.

What if an employee does not return to work on the expected leave end date?

The employee should be considered AWOL. The superintendent and manager should work with their ER/LR representative to determine next steps and appropriate disciplinary action.

**Who's Who of the
Long Term Leaves Departments**

(RTW=Return to Work, L&M Licenses and Medical, WC= Workers'
Compensation)

- **James Cerenio (RTW) 415-701-5019**
- Dester Rutherford (RTW) 415-701-5015
- Carlos Ramirez (RTW) 415-646-2865
- Bonnie Chung (RTW) 415-701-5029
- **Mary Donovan (L&M) 415-701-5039**
- Donna Baluyot (L&M) 415-701-5031
- **Dan Roach (WC) 415-701-4351**
- Cherlynn Norona (WC) 415-646-2896
- Dena Silmon (WC) 415-701-5033
- Joe Crimoli (WC) 415-701-5030
- Sylvia Alvarez-Lynch (WC) 415-701-4355

San Francisco Municipal Transportation Agency (SFMTA)
Human Resources (HR) Division
Workers' Compensation (WC)
Return to Work (RTW) Unit
One South Van Ness Avenue, 6th Floor
RTW Phone – 415-701-5029
RTW Fax – 415-701-5016

**Return to Work (RTW)
Office Hours
8:00 a.m. – 5:00 p.m.
(Window hours)
9:00-11:30 a.m. – 1:30-3:30 p.m.**



**Protocol and Guidelines
for
Supervisors and Managers
Regarding
Leaves of Absence**