

LEAVE OF ABSENCE CALCULATION METHOD CHANGE

A Presagia Guide

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Presagia Guide

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CHANGE OF CALCULATION: PROGRAM COMPONENTS

-  Effective **January 1, 2022**, the County of Ventura will be changing the way it establishes eligibility for protected leave(s).
-  We will be transitioning from the 12-month calendar year method to the **Rolling 12-month period measured backward** calculation method.
-  Between **November 1, 2021**, and **December 31, 2021**, the County will apply whichever calculation method affords the greatest benefit to the employee.



TRANSITION

EXAMPLE #1

An employee requests to begin FMLA/CFRA leave on March 1, 2022.

Looking backward to March 1, 2021, the employee has used no FMLA leave during the 12-month period. Therefore, the employee has a balance of 12 weeks FMLA/CFRA leave that can be utilized for a qualifying event.

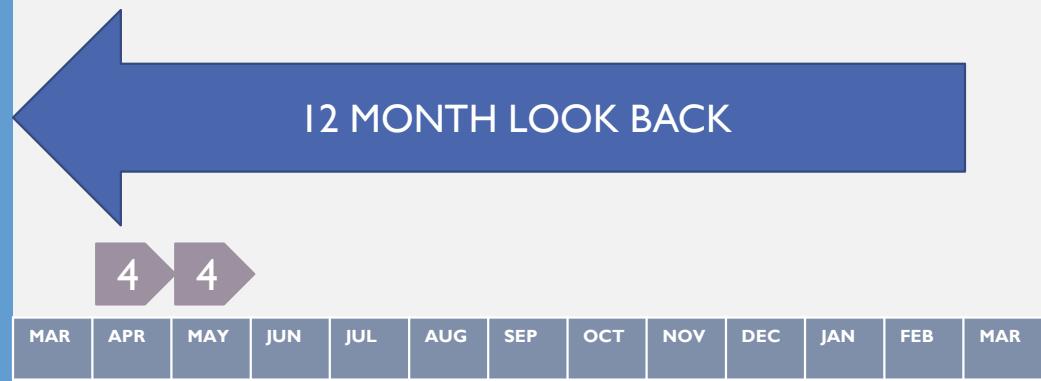
12 MONTH LOOK BACK

MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
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EXAMPLE #2

An employee requests to begin FMLA/CFRA leave on March 7, 2022.

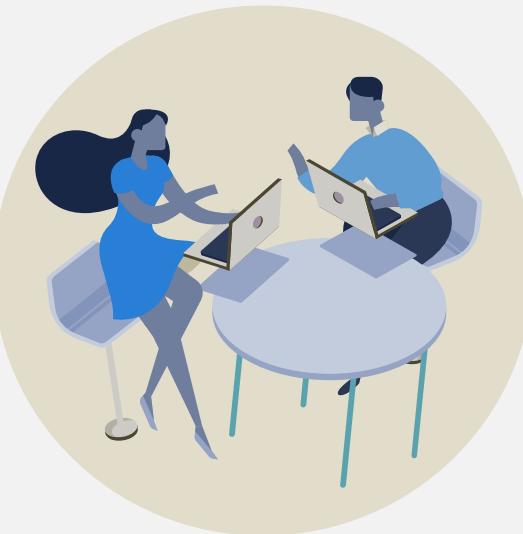
Looking backward to March 7, 2021, the employee used 4 weeks of FMLA in April 2021, and 4 weeks in May 2021 for a total of 8 weeks over that 12-month period. The employee is entitled at the time of this request to 4 weeks of FMLA/CFRA (12-week entitlement minus the 8 weeks already taken), with an additional 4 weeks becoming available in May 2022 and another 4 weeks becoming available in June 2022.



TRANSITION METHOD

60-DAY TRANSITION PERIOD

- An employee who takes FMLA between **November 1, 2021**, and **December 31, 2021**, will do so under whichever 12-month method is of the greatest benefit to that employee.
- Except where prohibited by state law, leave taken under state statutes will run concurrently with FMLA leave.



LEAVES MOVING FORWARD

GREATEST BENEFIT TO THE EMPLOYEE

New leaves between November 1, 2021, and December 31, 2021 (approx. 8 weeks)

- The entitlement balance of the remaining 2021 year, or
- Begin a new look back period



LEAVE ALREADY TAKEN

- Employees that are currently on an approved FMLA/CFRA leave during the current Year (prior to January 2022) will continue to be in a certified and approved status through the end of the identified FMLA period. For these employees there is no need for any action to be taken, until the time already approved has ended, or additional FMLA is requested.

PRESAGIA GUIDE

General Instruction

HOW TO CREATE A LEAVE CASE

1

Go to Select Action -> Request a new Leave

2

Confirm your reason (this example is for medical (self)) and continue the process per the usual method

3

Confirm your dates and upload your documentation and complete the wizard

4

The Eligibility wizard will let you know the estimated time based on the new look back method. Details will be under the “Entitlement”

The screenshot shows the 'EMPLOYEE SUMMARY' page for an employee named Alaniz, Jesus. The page includes the following sections:

- Employee Information:** Employee: ALANIZ, Jesus, Employee #: 112087, Category: Full duty, Health status: A. Other tabs include Accommodation Cases, Employee Summary (which is active), Employee's Absences, Leave Cases, and Notes & Correspondence.
- Address:** Shows one address: Residence Current, Street Address: 243 Sandberg Street, Thousand Oaks California 91360, UNITED STATES. Buttons for Add Address, Edit, and Delete are available.
- Employment Profile:** Employment Profile (1) is expanded, showing Job Title: Risk Analyst, Start Date: 31-May-2020, and End Date: (empty field).

EXAMPLE #1

An employee requests to begin FMLA/CFRA leave on March 1, 2022.

Looking backward to March 1, 2021, the employee has used no FMLA leave during the 12-month period.

Therefore, the employee has a balance of 12 weeks FMLA/CFRA leave that can be utilized for a qualifying event.

Confirm Eligibility and Entitlement

Save Previous N

Summary of qualifications

First expected absence	Last expected absence	Add policy
01-Mar-2022	20-Mar-2022

Leave policy	Remaining entitlement	Start date	End date	Status	Continuous
Family and Medical Leave Act i	12 week(s)	01-Mar-2022 Calendar	20-Mar-2022 Calendar	Pending	<input checked="" type="checkbox"/>

Eligible: Yes Conditions met: No [Hide](#)

Family and Medical Leave Act - Medical Non-Work Related for Self - Effective 12-Feb-2019 Eligibility

Employee is required to have a minimum of 1,250 worked hour(s) in the past 1 year(s). Records indicate 975 hour(s) between 01-Mar-2021 and 25-Aug-2021. Using the current work schedule, we estimate the worked hours to be 1,927 on first day of leave, 01-Mar-2022. The actual hour(s) and eligibility will be verified on the first day of leave.

Employee is required to have worked for the employer for 365 day(s) in the past 7 year(s). Records indicate 639 day(s).

Entitlement

Employee has used 0 week(s) in the past 1 year(s), between 01-Mar-2021 and 28-Feb-2022. The maximum is 12 week(s) per 1 year(s) period.

Conditions

FMLA Certification of HCP for Self is required.

CA Family Rights Act i	12 week(s)	01-Mar-2022 Calendar	20-Mar-2022 Calendar	Pending	<input checked="" type="checkbox"/>
Eligible: Yes	Conditions met: No	Show			

EXAMPLE #2

An employee requests to begin FMLA/CFRA leave on March 7, 2022.

Looking backward to March 7, 2021, the employee used 4 weeks of FMLA in April 2021, and 4 weeks in May 2021 for a total of 8 weeks over that 12-month period.

The employee is entitled at the time of this request to 4 weeks of FMLA/CFRA (12-week entitlement minus the 8 weeks already taken), with an additional 4 weeks becoming available in May 2022 and another 4 weeks becoming available in June 2022.

Confirm Eligibility and Entitlement Save

Summary of qualifications

Leave policy	Remaining entitlement	Start date	End date	Status	Continuous
Family and Medical Leave Act i	4.0000 week(s)	07-Mar-2022 07-Mar-2022	03-Apr-2022 03-Apr-2022	Pending Pending	✓

Eligible: Yes Conditions met: No Hide

Family and Medical Leave Act - Medical Non-Work Related for Self - Effective 12-Feb-2019

Eligibility
Employee is required to have a minimum of 1,250 worked hour(s) in the past 1 year(s). Records indicate 101 hour(s) between 07-Mar-2021 and 24-Mar-2021. Using the current work schedule, we estimate the worked hours to be 1,757 on first day of leave, 07-Mar-2022. The actual hour(s) and eligibility will be verified on the first day of leave.

Entitlement
Employee is required to have worked for the employer for 365 day(s) in the past 7 year(s). Records indicate 2,557 day(s).

Conditions
FMLA Certification of HCP for Self is required.

Leave policy	Remaining entitlement	Start date	End date	Status	Continuous
CA Family Rights Act i	4.0000 week(s)	07-Mar-2022 07-Mar-2022	03-Apr-2022 03-Apr-2022	Pending Pending	✓

Eligible: Yes Conditions met: No Show