

**DESIGNATION NOTICE (R12/22)****FAMILY AND MEDICAL LEAVE ACT (FMLA), CALIFORNIA FAMILY RIGHTS ACT (CFRA),  
AND CALIFORNIA PREGNANCY DISABILITY LEAVE LAW (PDLL)**

To: \_\_\_\_\_ Date: \_\_\_\_\_

We have reviewed your request for Family and Medical Leave (FML) and any supporting documentation that you have provided.

We received your most recent information on \_\_\_\_\_ and decided:

**PART A: To Be Completed if FML Request is Approved.**

Your FML request for the following reason(s) is approved:

- Your own serious health condition.
- The need to care for one of the following family members due to their serious health condition:  
 spouse;  domestic partner;  designated person: \_\_\_\_\_;  child;  
 parent;  parent-in-law;  grandparent;  grandchild;  sibling.
- Pregnancy Disability Leave (PDL). This leave may be used when you are disabled by pregnancy, childbirth, or a related medical condition. It may also be used for prenatal care.
- Parental bonding leave following the birth of a child, or placement of a child with you for adoption or foster care.
- Military caregiver leave to care for a family member who is a Covered Servicemember with a serious injury or illness. You are the Covered Servicemember's:  
 spouse;  domestic partner;  child;  parent;  next of kin.
- A qualifying exigency related to the following family member's active duty or call to active duty status with the Armed Forces:  
 spouse;  domestic partner;  child;  parent;  parent-in-law.

All leave taken for the above reason(s) will be designated as FML and counted against your entitlement under the following statute(s) until exhausted:  FMLA;  CFRA;  PDLL.**For block leaves:**

Start date: \_\_\_\_\_ Anticipated End Date: \_\_\_\_\_ Return to Work Date: \_\_\_\_\_

**For Reduced schedule leaves or leaves on an intermittent basis:**

Start date: \_\_\_\_\_ Anticipated End Date: \_\_\_\_\_

**You are required to notify the University as soon as practicable if the dates of your scheduled leave change or are extended. If there was no firm end date for your leave, you should notify the University as soon as practicable when a firm end date is established. Based on the information you have provided to date, we are providing the following information about the amount of time that will be counted against your FML leave entitlement:**

- Provided there is no deviation from your anticipated leave schedule, the following number of hours, days, or weeks will be counted against your FML leave entitlement under the following statute(s):
- FMLA \_\_\_\_\_ Weeks \_\_\_\_\_ Days \_\_\_\_\_ Hours.
- CFRA \_\_\_\_\_ Weeks \_\_\_\_\_ Days \_\_\_\_\_ Hours.
- PDLL \_\_\_\_\_ Weeks \_\_\_\_\_ Days \_\_\_\_\_ Hours.

- Because the leave you will need will be unscheduled, it is not possible to provide the hours, days, or weeks that will be counted against your FML leave entitlement at this time. You have the right to request this information once in a 30-day period (if leave was taken in the 30-day period).

**If more than one statute is checked above, please note:**

- **For an FML leave other than Pregnancy Disability Leave:** If both the FMLA and CFRA boxes are checked above, you will be concurrently using your entitlements under those statutes until you have either completed your leave or exhausted one or both of those entitlements.
- **For a Pregnancy Disability Leave (whether or not immediately followed by Parental Bonding Leave):** During the first 12 workweeks of your Pregnancy Disability Leave, you will be concurrently using your PDLL and FMLA entitlements until you have either completed your Pregnancy Disability Leave or exhausted your FMLA entitlement. If your Pregnancy Disability Leave continues after that point, you will only be using your PDLL entitlement until you have either completed your Pregnancy Disability Leave or exhausted your PDLL entitlement. If you take Parental Bonding Leave immediately following Pregnancy Disability Leave and you have not yet exhausted both your FMLA and CFRA entitlements, you will be concurrently using your FMLA and CFRA entitlements during your Parental Bonding Leave until you have either completed your leave or exhausted one or both of those entitlements.

**Please be advised (check if applicable):**

- You have requested to use paid leave during your FML. Your entire FML absence, including any period during which you are using paid leave, will count against your FML leave entitlement.
- You have requested to use Pay for Family Care and Bonding (PFCB) during your FML. If your leave qualifies for the PFCB option and you have PFCB entitlement available, your entire FML absence, including any period during which you are using PFCB, will count against your FML leave entitlement.
- We are requiring you to use paid leave during some or all of your FML. Your entire FML absence, including any period during which you are using paid leave, will count against your FML leave entitlement.
- You will be required to provide the enclosed Return to Work certification to be restored to employment. If such certification is not timely received, your return to work may be delayed until certification is provided. If the job description is attached, the Return to Work certification must address your ability to perform those essential functions that you were unable to perform as a result of your serious health condition.
- A job description listing the essential functions of your position is attached to the Return to Work Certification.

**PART B: To Be Completed if FML Request Is Not Approved**

Your FML request is **Not Approved** because:

- Your leave is not for an FML-qualifying reason.
- You have not provided the necessary information to support your request for FML.
- You have exhausted your FML leave entitlement for the applicable period.

**DEPARTMENT SIGNATURE**

NAME (PRINT)

SIGNATURE

DATE