

Employer Information Circular

Volume 23; Issue 3

February 16, 2007

Employer Verification for the Family and Medical Leave Act and the California Family Rights Act

The purpose of this circular is to inform employers of the verification requirement for the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) as it pertains to the purchase of permissive service credit.

CalSTRS members can purchase permissive service credit for time spent on an unpaid leave period that was employer approved and designated as FMLA or CFRA up to a maximum of four months during any twelve-month period per California Education Code § 22803(a)(10).

In order to have a bill generated by CalSTRS to purchase time spent on FMLA or CFRA, members are required to fill out the *Redeposit or Purchase Permissive Service Credit* form (MS0287) and provide verification from their employer that their leave of absence was approved and designated as FMLA or CFRA based on FMLA or CFRA guidelines. Once the billing request form and FMLA/CFRA verification are received and approved by CalSTRS, a bill will be generated and mailed to the member.

The verification for the leave of absence must specifically state that the member was on an approved leave designated as FMLA or CFRA based on FMLA or CFRA guidelines, otherwise, the member's request to purchase the time spent on the leave of absence will be denied. Leaves approved and/or designated as "Medical", "Illness", "Family", "Child Care", etc., do not qualify as FMLA or CFRA and can not be accepted as verification for FMLA or CFRA.

For more information on FMLA, please visit <http://www.dol.gov/dol/topic/benefits-leave/fmla.htm>.

If you have any questions regarding this circular, please contact CalSTRS Accounting Division at (916) 229-3962. For more information on CFRA, please visit <http://www.dfeh.ca.gov/Statutes/cfra.asp>.