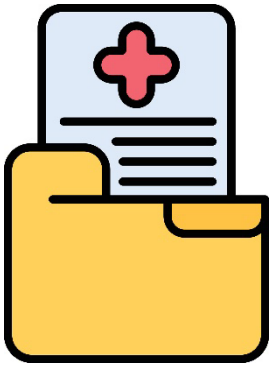
FRESNO STATE
Human Resources

Leave Programs

Joyal Administration Building, Room 211
Phone (559) 278-2032 | Fax (559) 278-4275

California State University, Fresno offers Faculty, Staff, Management Personnel Plan (MPP) Administrators and part-time lecturers the chance to request time off for both medical and non-medical purposes, either for themselves or to care for family members. Various types of leaves of absence are available to employees based on their specific situations, including:



- **California State University Family Medical Leave (CSU FML)**
- **Parental Leave (Maternity/Paternity/Adoption)**
- **California Pregnancy Disability Leave (PDL)**
- **Reproductive Loss Leave**
- **Bereavement Leave**
- **Military Leave**

If you have any questions or need to discuss a potential Leave of Absence, please contact our Confidential Leave Coordinator to set up a meeting. Any information shared during this meeting will be kept confidential. The criteria for leave program eligibility are outlined in the Collective Bargaining Agreement (CBA).

LEAVE COORDINATOR CONTACT INFORMATION

Jennifer Olsen

jennolsen@csufresno.edu (559) 278-5345

REQUESTING MEDICAL LEAVE

When should I contact Human Resources?

When you have an absence that may or has already exceeded five (5) workdays due to illness, a non-work-related injury or to care for an eligible family member due to illness.

TYPES OF MEDICAL LEAVE

Full-time	cannot work any hours
Partial	reduction of workload/reduction in hours
Intermittent	sporadic due to employees/eligible family member's illness and/or need for medical care
Parental Leave	maternity, paternity, adoption/foster care - Full Leave or Unpaid Leave
State, Federal & CSU Leave Programs	FML, PDL, California Family Rights Act, Non-Industrial Disability, Catastrophic Leave Donation Program, Usage of available Leave Credits per CBA (e.g. sick, vacation, personal holiday)

WHO IS ELIGIBLE TO REQUEST A MEDICAL LEAVE OF ABSENCE?

Eligible employees include Faculty, Staff, Managers and part-time lecturers.

If you are absent from work due to illness for more than five (5) consecutive days, it is imperative to contact the Human Resources Leave Coordinator. Human Resources has a legal obligation to inform employees about their rights under the CSU Family Medical Leave program.

- If you are scheduled or find yourself needing to be off work due to pregnancy/illness/injury, please contact our office at (559) 2032 to schedule an appointment with the assigned Leave Coordinator. The Leave Coordinator will discuss eligibility of leave programs, usage of available leave credits and the necessary forms that will need to be completed.

CSU FML Eligibility

CSU FML eligibility is determined on a case-by-case basis. The following employee groups must have been employed at least 12 months and must have actually worked 1,250 hours:

- Physicians (R01)
- Skilled Crafts (R06)
- Statewide University Police Association (R08)
- IUOE (R10)
- Confidential (C99)
- Management Personnel Plan (MPP) (M80)

All other full-time and part-time employees not listed in the employee groups above who are employed for at least one academic year or 12 months preceding the request for CSU FML are exempt from the 1,250 hour eligibility requirement pursuant to their respective collective bargaining agreements.

SCOUT PROGRAM – ON CAMPUS SHUTTLE SERVICE

The Scout program provides on-campus transportation to and from campus buildings for faculty, staff and managers who require transportation assistance due to temporary or permanent medical restriction(s).

Human Resources will require medical documentation (note) in order to issue a Scout ID card that will provide access to the tram. For additional information or participation in the SCOUT program, please contact Human Resources (559) 278-2032.

NURSING MOTHERS AND LACTATION SUPPORT

California State University, Fresno recognizes the importance and benefits of nursing and lactation support for mothers and their newborn or young infants. If you would like to have access to the lactation stations on campus, please contact Jennifer Olsen at (559) 278-5345. Information is also available on our website: http://www.fresnostate.edu/adminserv/hr/title-ix/nursing.html