

**CITY OF STOCKTON, CALIFORNIA
CITY MANAGER ADMINISTRATIVE DIRECTIVE**

Subject: LEAVE BENEFITS	Directive No: HR-59	Page No. 1 of 2
	Effective Date: 7/1/2016	Revised from: 7/21/2008 4/18/2011

I. PURPOSE

To assist employees in dealing with the competing demands of work productivity and family needs, it is the purpose of the Leave Benefits Policy to implement the requirements of the Family and Medical Leave Act of 1993 (29 U.S.C. § 2601, *et seq.*); the California Family Rights Act (2 C.C.R § 7297, *et seq.*); the Pregnancy Disability Act; the Americans With Disabilities Act of 1990; and any other federal and state laws applicable to employee leave benefits.

II. POLICY

A. It is the administrative policy of the City of Stockton ("City") to provide family and medical leave and pregnancy disability leave for eligible employees as required by state and federal law. This policy sets forth rights and obligations with respect to such leaves. In accordance with the Family and Medical Leave Act of 1993 (FMLA) and the California Family Rights Act (CFRA), eligible City employees are entitled to leave up to a total of 12 work weeks in a rolling 12-month period measured backwards for the following reasons:

1. The birth of the employee's child or to care for a newborn of the employee;
2. The placement of a child with the employee in connection with adoption or foster care;
3. To care for a child, parent, or spouse/domestic partner who has a Serious Health Condition, when medically necessary;
4. A Serious Health Condition that makes the employee unable to perform the functions of his/her position; or
5. Military leave benefits: When a family member has been called to active duty (12 weeks); caregiver leave (26 weeks).

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- B. This policy also sets forth the rights with respect to Pregnancy Disability Leave (PDL). Eligible employees are entitled to leave for up to a total of 17 work weeks under PDL. This benefit works in conjunction with FMLA and CFRA.
- C. A separate Leave Benefits Policy and Procedure Manual is maintained by the Human Resources Department and can be found on the City's website (www.stockton.gov) under "Departments", "Human Resources", "Employee Leaves".
- D. The Leave Benefits Policy and Procedure Manual will be updated as required, including state and federal mandates.
- E. The policy shall be updated and administered by the Human Resources Department; although each department head, or a designated person in each department, shall ensure that the procedures set forth in the policy are followed.
- F. The Human Resources Department shall periodically schedule training classes on the guidelines and procedures set forth in the policy, which all employees are encouraged to attend. It shall be mandatory for all city supervisors to attend.

APPROVED



KURT O. WILSON
CITY MANAGER