

Employee's Own Illness/Injury Leave of Absence Process

STEP 1: Notify your Supervisor/HR Liaison/Timekeeper of your need to take a Leave of Absence and submit a [Leave of Absence Request](#) via [eWay](#). Review the [employee guide](#) for detailed instructions.

When submitting your Leave of Absence Request, you will be prompted to upload a [Leave of Absence Medical Certification](#) or doctor's note. Your doctor's note should indicate disability start date or 1st day off work. *If you have worked for the City for at least 1 year, worked 1250 or more hours in the past year, and have not used any protected leave time in the past 12 months, you may be entitled to up to 12 work weeks or 480 hours of protected time off. You can use that continuously or intermittently, based on the required time off outlined in your doctor's note/medical certification.*

STEP 2: Prior to or immediately following submitting the Leave of Absence Request, download and complete your [Leave Schedule](#). Refer to the [Use of Accruals by Extended Leave Reference Chart](#) to determine what paid leave you are required to/allowed to use while on leave and complete the Leave Schedule. You must submit the Leave Schedule to your department HR, timekeeping, and/or supervisor prior to your leave. This will help to ensure your timecard is completed bi-weekly according to City policy.

STEP 3: If you are enrolled in a [Long-Term Disability Plan](#), you can file a claim for LTD benefits once you know the first day you will miss work due to your injury/illness. Call Standard Insurance toll free at (855) 579-1879 to [file a claim over the phone](#), or online at: www.standard.com, and click on "File a Claim", then "Insurance Benefits Through Work". If you are not sure if you have LTD, review your employee deductions on your paystub to confirm.

STEP 4: Make sure to notify your Supervisor, HR Liaison, or Timekeeper of any changes to your leave dates or Leave Schedule. Changes and/or extensions can be made by creating a copy of the original leave of absence request and re-submitting with changes. Refer to the [employee guide](#) for detailed instructions.

STEP 5: Upon return to work, log into [eWay](#) to submit [return from leave date](#) and contact HRBenefits@sanjoseca.gov if you chose to allow any benefits to lapse while on leave.