



CALIFORNIA FAMILY RIGHTS ACT

COMPLAINTS MUST BE FILED WITHIN ONE
YEAR OF THE LAST ACT OF DISCRIMINATION

FILING A COMPLAINT

THE MISSION OF THE DEPARTMENT OF FAIR
EMPLOYMENT AND HOUSING IS TO PROTECT
THE PEOPLE OF CALIFORNIA FROM UNLAWFUL
DISCRIMINATION IN EMPLOYMENT, HOUSING AND
PUBLIC ACCOMMODATIONS, AND FROM THE
PERPETRATION OF ACTS OF HATE VIOLENCE AND
HUMAN TRAFFICKING.

If you believe your CFRA rights have been violated,
you may, within one year of the discrimination, file a
complaint of discrimination with the DFEH by following
these steps:

- 1 *Contact DFEH by using the information on the
back of this brochure*
- 2 *Be prepared to present specific facts about the
alleged discrimination or denial of leave*
- 3 *Keep records and provide copies of documents
that support the charges in the complaint, such
as paycheck stubs, calendars, correspondence
(such as doctors' letters provided to the
employer, emails, voicemail, etc.), and other
potential proof of discrimination*

DFEH will conduct an impartial investigation.
We represent the State of California. DFEH will,
if possible, try to assist both parties to resolve
the complaint.

If a voluntary settlement cannot be reached, and
there is sufficient evidence to establish a violation
of the law, DFEH may litigate the case in civil court.
If a court decides in favor of the complaining party,
remedies may include reinstatement, back pay,
reasonable attorney's fees, costs, damages for
emotional distress, and punitive damages.

FOR MORE INFORMATION

Department of Fair Employment and Housing
Toll Free: (800) 884-1684
TTY: (800) 700-2320
Online: www.dfeh.ca.gov

Also find us on:



If you have a disability that prevents you from
submitting a written pre-complaint form on-line, by
mail, or email, the DFEH can assist you by scribing your
pre-complaint by phone or, for individuals who are Deaf
or Hard of Hearing or have speech disabilities, through
the California Relay Service (711), or call us through
your VRS at (800) 884-1684 (voice).

To schedule an appointment, contact
the Communication Center at
(800) 884-1684 (voice or via relay operator 711)
or (800) 700-2320 (TTY)
or by email at contact.center@dfeh.ca.gov.

*The DFEH is committed to providing access to our materials in
an alternative format as a reasonable accommodation
for people with disabilities when requested.*

*Contact the DFEH at (800) 884-1684 (voice or via
relay operator 711), TTY (800) 700-2320, or
contact.center@dfeh.ca.gov to discuss your preferred
format to access our materials or webpages.*

The Fair Employment and Housing Act (FEHA),
enforced by the Department of Fair Employment
and Housing (DFEH), contains family care and
medical leave provisions for California employees.
These leave provisions are known as the California
Family Rights Act (CFRA). CFRA covers employers
who do business in California and have 50 or
more part-time or full-time employees.

Under CFRA, if you have more than 12 months of
service with your employer, and have worked at
least 1,250 hours in the 12-month period before
the date you want to begin your leave, you may
have a right to family care or medical leave. This
leave may be up to 12 workweeks in a 12-month
period for the birth, adoption, or foster care
placement of your child or for your own serious
health condition or that of your child, parent,
spouse, or registered domestic partner.

All employers covered by CFRA must provide
information about CFRA to their employees and
post this information in a conspicuous place where
employees tend to gather. A poster that meets
this requirement is available on DFEH's
"Resources" page online (www.dfeh.ca.gov).

EMPLOYERS WHO PROVIDE EMPLOYEE
HANDBOOKS MUST INCLUDE
INFORMATION ABOUT CFRA LEAVE IN
THE HANDBOOK



CFRA LEAVE REQUIREMENTS:

- To be eligible for CFRA leave, an employee must have more than 12 months of service with the employer and have worked at least 1,250 hours for that employer in the 12-month period before the leave begins.
- An eligible employee may take an unpaid leave to bond with an adopted or foster child or to bond with a newborn.
- An eligible employee may take unpaid leave to care for a parent, registered domestic partner, or child with a serious health condition. CFRA leave may also be taken for the employee's own serious health condition.
- Full-time employees may take leave of up to 12 work weeks in a 12-month period. Part-time employees may take leave on a proportional basis. The leave does not need to be taken in one continuous period of time.
- An employer may require a 30-day advance notice of the need for a CFRA-qualifying leave. When this is not possible due to the unexpected nature of the qualifying event, notice should be given as soon as practicable. Notice can be written or verbal and should include the timing and the anticipated duration of the leave, but an employer may not require disclosure of an underlying diagnosis. An employer must respond to a leave request within 5 business days.
- The employer may require written communication from the health-care provider of the child, parent, registered domestic partner, or employee with a serious health condition stating the reasons

for the leave and the probable duration of the condition. However, the health care provider may not disclose the underlying diagnosis without the consent of the patient.

- In addition to the family care and medical leave requirements of the CFRA, employers of five or more persons have additional obligations pertaining to pregnancy disability leave (PDL). Please refer to the DFEH publication "Pregnancy Leave" for more information.
- Employees are entitled to take CFRA leave in addition to any leave entitlement they might have under PDL. Leave taken for the birth or adoption of a child must be completed within one year of the event.

SALARY AND BENEFITS DURING CFRA LEAVE

Employers are not required to pay employees during a CFRA leave. An employer may require an employee to use accrued vacation time or other accumulated paid leave other than sick time. If the CFRA leave is for the employee's own serious health condition, the use of sick time can be required.

If the employer provides health benefits under a group plan, the employer must continue to make these benefits available during the leave. Similarly, the employee is entitled to continue accruing seniority and participate in other benefit plans.

RETURN RIGHTS AFTER CFRA LEAVE:

- 1 After CFRA leave, employees are guaranteed a return to the same or comparable position and can request the guarantee in writing.
- 2 If the same position is no longer available, such as in a layoff or closure, the employer must offer a position that is comparable in terms of pay, benefits, shift, schedule, geographic location, and working conditions, including privileges, perquisites, and status, unless the employer can prove that no comparable position exists. An employee is not entitled to reinstatement if the employee would have been otherwise laid off or terminated.

FAMILY TEMPORARY DISABILITY INSURANCE (FTDI) OR "PAID FAMILY LEAVE"

Employees on CFRA leave of absence may also be eligible for six weeks of paid leave under FTDI, a program administered by the California Employment Development Department (EDD). For further information, contact the EDD at (800) 480-3287 or visit EDD's website at www.edd.ca.gov.