



City of Arts & Innovation

Human Resources Board

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TO: HUMAN RESOURCES BOARD

DATE: FEBRUARY 2, 2026

FROM: HUMAN RESOURCES DEPARTMENT

SUBJECT: FAMILY, MEDICAL, MILITARY CAREGIVER, AND/OR PREGNANCY DISABILITY LEAVE POLICY (V-4)

ISSUE:

Approve revisions to the Family, Medical, Military Caregiver, and/or Pregnancy Disability Leave Policy (V-4).

RECOMMENDATION:

That the Human Resources Board approve revisions to the Family, Medical, Military Caregiver, and/or Pregnancy Disability Leave Policy (V-4).

BACKGROUND:

The Family, Medical, Military Caregiver, and/or Pregnancy Disability Leave Policy (V-4) was last revised in November 2012. As part of the Human Resources Department's practice of regularly reviewing and updating policies and procedures, this policy was reviewed and refined.

DISCUSSION

The Family, Medical, Military Caregiver, and Pregnancy Disability Leave Policy (V-4) has been updated to ensure continued compliance with applicable federal and state laws.

Key revisions include updated definitions of family members in accordance with current state and federal regulations; clarified language distinguishing leaves of absence under the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA); and updates to the Pregnancy Disability Leave (PDL) section to ensure alignment with compliant guidelines under California law and the Fair Employment and Housing Act (FEHA).

Additionally, the policy now reflects FMLA and CFRA guidelines applicable when spouses work for the same employer. Language has also been added to clarify required steps when an employee declines FMLA leave.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Michelle Vizcarra, Principal Human Resources Analyst

Attachments:

Family, Medical, Military Caregiver, and/or Pregnancy Disability Leave Policy (V-4).