



City of Santa Monica

Leave of Absence - General Information

If you need to be absent from your job for an extended period, you will need to request a leave of absence.

The following information is only for reference purposes. For detailed information, please contact Human Resources to schedule an appointment to discuss your leave of absence.

- Discuss the need for leave with your supervisor. Your department may ask you to request the leave in writing and if there is a medical reason for your leave, they may request a physician's note.
- Schedule an appointment with Human Resources. During your meeting, topics such as health insurance coverage, compensation, returning to work and other items are discussed. You will be provided with applications for FMLA/CFRA, SDI or LTD if applicable.
- When you are ready to return, you may be required to be evaluated by the City's physician. This applies to an employee's own medical leave of absence if the leave is over 30 calendar days.
- If your leave was not a medical leave, you should contact your supervisor to arrange your return date and ensure a smooth transition.

City of Santa Monica

Human Resources
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