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Leave Compliance Tracking Template

A per-employee verification log for CFRA, PDL, FMLA, PFL, and paid sick leave. Work one line at a time and check each step as it is confirmed.

Employee: _____ **Reviewer:** _____ **Review Date:** _____

01 PER-EMPLOYEE LEAVE LOG

- ☐ Separate tracking line for each leave type in use: CFRA, PDL, FMLA, paid sick leave, workers' compensation, local paid sick leave ordinance
- ☐ Start date and anticipated end date logged for each leave type separately, not as one combined date range
- ☐ Employer size confirmed against each leave's threshold (5+ employees for CFRA and PDL, 50+ for FMLA) before assuming coverage
- ☐ Intermittent or reduced-schedule leave tracked by actual increment used, not estimated against the full- block entitlement

02 NOTICE AND DESIGNATION

- ☐ Written eligibility notice sent within 5 business days of the leave request or of the employer learning leave may qualify, when applicable
- ☐ Written designation notice sent within 5 business days of having enough information to decide whether the leave qualifies, when applicable
- ☐ Designation notice specifies which leave type applies and how much of the entitlement the absence will use

03 PREGNANCY AND BONDING SEQUENCING

- ☐ PDL tracked as its own entitlement, separate from and from prior to any CFRA bonding leave
- ☐ CFRA bonding start date confirmed as the date PDL ends, not a fixed 12-week assumption
- ☐ FMLA concurrency noted where applicable, without treating FMLA's 12-week cap as the limit on PDL or CIFRA

04 PAID FAMILY LEAVE ACCURACY

- ☐ PFL logged as a wage-replacement benefit only, never as its own job-protection category
- ☐ Underlying job-protected leave (CFRA, FMLA, or PDL) identified and tracked separately for every employee receiving PFL
- ☐ Return-to-work conversations confirmed against the job-protection leave's end date, not the PFL benefit period

05 BENEFITS CONTINUATION

- ☐ Group health coverage continued on pre-leave terms during CFRA and FMLA, up to the 12-week maximum
- ☐ Group health coverage continued separately during PDL, up to its own four-month maximum
- ☐ Employee's share of premium payments, due dates, and grace period documented in writing

06 PAID SICK LEAVE ACCURACY

- ☐ Accrual policy confirmed against the minimum entitlement of five days or 40 hours, whichever is greater
- ☐ If an accrual cap is used, it is no lower than 80 hours or 10 days, whichever is greater
- ☐ Accrued and unused paid sick leave carries over from year to year under the accrual method, subject to any lawful accrual cap
- ☐ Frontload vs. accrual method confirmed and consistently applied across the workforce
- ☐ Local ordinance minimums checked separately where they exceed the state floor

07 DOCUMENTATION AND RETENTION

- ☐ Medical certification requests sent within the required timeframe for each applicable leave type
- ☐ Reinstatement date calculated from the correct leave type's end date
- ☐ Leave documentation maintained in the appropriate record location, with medical certifications and confidential medical information maintained separately from personnel files.

Questions on anything the log turns up?

Talk to your HR advisory team at:
dk.cpa/services business-operations-support/hr-services

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