

FMLA & CFRA Mental Health Leave Preparation Checklist

1. Eligibility Basics

- ☐ You are employed in California and have worked the required hours for FMLA/CFRA.
- ☐ Your symptoms significantly affect your ability to perform essential job duties.
- ☐ Your condition is expected to require time away from work or reduced hours.

2. Before You Apply

- ☐ Make a brief symptoms timeline and functional-impact examples (home, relationships, social, work).
- ☐ List current providers, medications, and any relevant diagnoses or screenings.
- ☐ Identify your employer's HR contact and leave policy page or link.

3. Medical Certification

- ☐ Schedule an appointment to discuss FMLA/CFRA medical certification.
- ☐ Prepare concrete work-impact examples (focus, attendance, productivity, safety).
- ☐ Confirm expected duration and treatment plan for the certification form.

4. Employer & HR Steps

- ☐ Submit your leave request following company policy and deadlines.
- ☐ Provide medical certification promptly; keep copies of all documents.
- ☐ Ask about job protection, benefits continuation, and how to report time while on leave.

5. During Leave

- ☐ Attend therapy consistently (video or phone) as recommended.
- ☐ Respond to HR or leave-administrator requests quickly to avoid delays.
- ☐ Track symptom changes and progress for your return-to-work plan.



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6. Planning Return to Work

- ☐ Discuss a return date with your provider; request accommodations if needed.
- ☐ Obtain a release note when you are ready to return.
- ☐ Schedule a follow-up to reassess needs after you resume work.

Heal Before Work Psychology & Consulting, Inc.

- Serving clients across California via telehealth
- This guide is informational and not legal advice.



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