# EMPLOYER LEAVE REVIEW WORKSHEET

**Unsigned review record.** The available facts do not establish a completed leave determination consistent with the requested terms. This worksheet records facts for follow-up. It does not approve or deny leave, count time against an entitlement, or certify that a notice was delivered.

**Employer:** Northbay Software, Inc., 101 Market Street, San Francisco, CA 94105. **Employee:** Alex Rivera, 2200 Fillmore Street, Apt 4B, San Francisco, CA 94115. **Position:** Senior Software Engineer. **Work location:** OR. **Other selected governing location:** IL. **Record date:** November 12, 2026. **Leave period reported:** November 23, 2026 to December 14, 2026. **Reported purpose:** Employee requires extended leave for treatment and recovery from a serious health condition requiring ongoing medical supervision.

Review where the employee actually reports, who assigns work and which laws govern employment, benefits and the leave period. A selected contract law or the employee's residence does not decide those questions by itself.

## Federal decision and notices

Determine Title I employer coverage separately from employee eligibility. A covered public agency or qualifying elementary or secondary school can have fewer than 50 employees. For private employers, review the 50-employee and 20-workweek tests for the current or preceding year. For the individual, consider 50 employees within 75 surface miles of the correct worksite when notice was given, creditable service months, hours and any special rule. For remote and mobile workers, identify the reporting or assignment site. Certain flight crew, federal, jointly employed and school workers need separate review. A worker can become eligible during an absence. The initial eligibility and rights notice process generally starts when the employer learns that leave may qualify. The separate designation deadline generally starts when enough information is available. Each ordinarily allows five business days absent extenuating circumstances. A compliant equivalent can be used instead of optional DOL forms WH-381 and WH-382. Record what was actually delivered, to whom and when. For an incomplete certification, identify the deficiency and allow the applicable cure process. A pending or absent notice cannot be treated as delivered.

## Pay, health benefits and return

Verify that health-premium terms, restoration, employee contributions and any medical certification agree with actual leave rights. A full-premium or best-efforts-only choice cannot establish compliance for a designated period. Verify the basis and notice for any return-to-work certification. **Recorded pay arrangement:** Pto Concurrent. **Worksite determination:** Employee reports to the directing office; verified employee count by shortest surface route. **Independent review and agreed operational terms:** Payroll share, restoration, prior service and state leave requirements independently reviewed.



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