

MEMO TO: S.D.I. (State Disability Insurance) Claimants

FROM: Personnel Department

SUBJECT: Processing S.D.I. Claim Form

In order to help with rapid processing of your S.D.I. claim, please read this memo carefully and follow directions listed below:

General Information

- S.D.I. benefits begin on the eighth day of a disability
- Claim forms for S.D.I. are available from your department payroll clerk, your doctor's office, or the Employment Development Department.
- The claim form has two parts: Claim Statement from Employee and Doctor's Certificate. Both sections must be filled in completely or benefit payments may be delayed.

Completing the Claim Form

Claimants should pay particular attention to questions #16 and #? on the S.D.I. Claim Form.

Questions #16

Give complete information as illustrated in the example below:

<u>Employer's Business Name:</u>	Stanislaus County
<u>Employer's Business Address:</u>	Your Department Name Your Department Address Attention: Payroll Clerk

Response to State inquiries will be more quickly processed if they are directed to the appropriate person initially.

In addition to applying for SDI you must apply for Family Medical Leave. While on FMLA you are required to supplement SDI benefits with any accrued leave benefits.

There are several advantages to supplementing S.D.I. benefits with accrued sick, vacation, holiday or comp. time:

- 1) Claimant receives a full paycheck (through a combination of accrued time usage and S.D.I. payments) if employee has sufficient accrued time available.
- 2) Claimant continues to accrue sick, vacation and holiday time at the normal rate.
- 3) County sponsored premiums for employee medical, dental and vision benefits are paid by the County as long as the employee continues on FMLA and or paid leave of absence.
- 4) Disability payments are non-taxable.
- 5) If an employee has not attained the 5th step of his/her classification, the review date will be extended by the amount of time that the employee is on an unpaid leave, if the unpaid leave is over half a month. This also applies to vacation accruals, if the employee is not at the highest vacation accrual rate.

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MEMO TO: _____
Department Payroll

DATE: _____

FROM: _____
Employee

SUBJECT: WAIVER OF S.D.I. BENEFITS

I have read the above advantages of filing for State Disability Insurance and I hereby waive my right to apply for S.D.I. coverage for the following period:

_____ through _____

Employee Signature

S.D.I.

- S.D.I. pays by calendar days (7 days a week)
- Disability begins on the 8th day of the disability. Full sick time will be used for the work time missed within the first 7 days.

Information Supplied by Employee to Department Payroll Clerk:

- A sick slip with date of disability. (Date of return can be filled in later.)
- Medical certification with date of disability
- A signed S.D.I. Request Form indicating the desire to supplement S.D.I. payments with accrued benefit time (sick, vacation, comp., holiday). (See advantages to filing.)
- If employee declines to supplement S.D.I. payments with accrued benefit time, a waiver must be signed indicating that his/her benefits have been explained to them and they waive the right to file. (See attached sample.)
- Copies of S.D.I. check stubs must be sent to payroll clerk as soon as they are received.
- Any changes to date of disability.

Coordinating Benefits:

- Employees who return to work on a part-time basis (e.g., 4.5 hrs/day) will be paid for actual hours worked only. Coordination of benefits will not continue.
- When an employee exhausts all allowable benefit time, the department needs to be notified so that the employee can be put on an unpaid LOA and notified of the medical, dental and vision insurance obligation. The premium is payable by the 1st pay date following the pay period in which the employee exhausts his/her accrued benefits time.