



**Stanislaus County**  
Chief Executive Office – Human Resources  
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**MEMO TO:** S.D.I. (State Disability Insurance) Claimants

**FROM:** Chief Executive Office – Human Resources

**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 on line at: [http://www.edd.ca.gov/pdf\\_pub\\_ctr/de2501.pdf](http://www.edd.ca.gov/pdf_pub_ctr/de2501.pdf) or from your doctor's office, the Employment Development Department, the CEO Risk Management Division and may be available in some departments check with your payroll clerk.
- 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 #18 on the S.D.I. Claim Form.

Questions #16

Give complete information as illustrated in the example below:

Employer's Business Name: Stanislaus County

Employer's Business Address: 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 may request 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) A claimant receives a full paycheck (through a combination of accrued time usage and S.D.I. payments) if employee had 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.

Question #18

Please note this question reads, "If your employer continued to pay you, indicate type of pay – sick, vacation or other"

Claimants wishing to supplement S.D.I. with accrued time should mark the appropriate box and write - "supplement S.D.I. only" in space by this question and complete the "Supplementing Disability Benefits" memo.

Failure to state "supplement S.D.I. only" will have their claims denied by S.D.I., as this answer implies that there will be no wage loss.



## **S.D.I.**

- S.D.I. pays by calendar days (7 days a week)
- Disability begins on the 8<sup>th</sup> 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.)
- Employees must complete a “Supplementing Disability Benefits” form indicating their desire to supplement their SDI benefits or not.
- 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 1<sup>st</sup> pay date following the pay period in which the employee exhausts his/her accrued benefits time.