

General SDI Information and Procedures

A full time employee may qualify for State Disability Insurance (SDI) when he or she is taken off work by a Doctor for a minimum of 8 calendar days. SDI pays by calendar day (seven days a week) and disability payments begin on the 8th day of disability. Full sick time will be used for work time lost within the first 7 days. After that the County coordinates the usage of the employee's leave accruals with the SDI payments to equal the employee's normal pay. If a qualifying employee chooses to waive SDI benefits, he or she must complete a SDI Waiver form. The County assumes all eligible employees will file for SDI and will begin coordination unless notified that employee is waiving benefits. All employees eligible for disability are required to sign the SDI Supplement form noting their desire to supplement or not to supplement SDI benefits with accrued leave balances (in the Processing SDI Claim Form packet) **or if** they choose to waive SDI benefits, to sign the SDI Waiver form (also in the packet.) *All employees eligible for FMLA are required to supplement SDI and or WC benefits with applicable accruals while on FMLA.* Copies of these forms must be sent to the Payroll Division of the Auditor Controller's Office. This information will help reduce the number of adjustments and overpayments and is important for audit purposes.

As soon as the department payroll clerk is aware that their employee is off on SDI or an SDI eligible condition, the following items must be completed in a timely manner:

- FMLA paperwork (with attached medical certification) sent to the CEO-Risk Management Division.
- A PAF (with attached medical certification) sent to the CEO-Personnel Division to place the employee on an unpaid medical leave of absence. *Remember any time an employee is off work for three or more days, the employee should be advised of right to apply for protected FMLA status.* Additional PAFs are required to extend any unpaid leave and/or to return the employee to work. While keying time off on FMLA FLP is keyed while an employee has leave accruals available and FLU once leave accruals exhaust. Once the 12 weeks of FMLA has been exhausted discontinue keying FLP and or FLU.
- Signed SDI supplement **or** SDI Waiver form to Auditor Payroll.
- Disability Worksheet -completed with disability date and anticipated return to work date- to Auditor Payroll for *qualifying employees (**all full time employees except BU 0,1,3,7,M,Q and p/t contract nurses.*)
- The deadline for SDI worksheets to be received by Auditor is the Friday after each payday.

- Copies of all SDI stubs (listing claim effective date and dates paid) to Auditor Payroll to ensure accurate coordination of employee's leave accruals.

Remember Auditor payroll needs a disability worksheet for **all** employees on paid leave, including those who have waived SDI and for those who return to work on a reduced work schedule. Employees on a reduced work schedule (per doctor certification) need to have the number of hours per week they are to work specified on the worksheet. Employees who return to work on a part-time basis will be paid for actual hours only. Coordination of benefits will not continue. Reduced work schedule may impact eligibility for Health Benefits. Employees on unpaid leave of absence must have a disability worksheet when the employee goes on unpaid leave status. While employee is on FMLA on **unpaid** status the payroll clerk must key FLU. Time keyed to FLP and or FLU should not exceed time allowed under FMLA (12 workweeks).

Remember if an employee goes on an unpaid leave of absence beyond 15 calendar days, the **service date must be extended (by the total number of days off while on unpaid leave of absence)** on the return to work PAF.

General PFL (SDF) Information and Procedures

A full time employee may qualify for State Paid Family Leave -PFL (SDF) when the employee's covered family member has a serious health condition that requires the employee to provide care for the family member. PFL (SDF) pays by calendar day (seven days a week) and disability payments begin on the 8th day of disability. Full applicable accruals will be used for work time lost within the first 7 days. After that the County coordinates the usage of the employee's leave accruals with the PFL (SDF) payments to equal the employee's normal pay. If a qualifying employee chooses to waive PFL (SDF) benefits, he or she must complete a PFL (SDF) Waiver form. The County assumes all eligible employees will file for PFL (SDF) and will begin coordination unless notified that employee is waiving benefits. All employees eligible for family disability are required to sign the PFL (SDF) Supplement form noting their desire to supplement or not to supplement PFL (SDF) benefits with accrued leave balances (in the Processing PFL (SDF) Claim Form packet) **or if** they choose to waive PFL (SDF) benefits, to sign the PFL (SDF) Waiver form (also in the packet.) *All employees eligible for FMLA are required to supplement PFL (SDF), SDI and or WC benefits with applicable accruals while on FMLA.* Copies of these forms must be sent to the Payroll Division of the Auditor Controller's Office. This information will help reduce the number of adjustments and overpayments and is important for audit purposes.

As soon as the department payroll clerk is aware that their employee is off on PFL (SDF) or an PFL (SDF) eligible condition, the following items must be completed in a timely manner:

- FMLA paperwork (with attached medical certification) sent to the CEO-Risk Management Division.
- A PAF (with attached medical certification) sent to the CEO-Personnel Division to place the employee on an unpaid medical leave of absence. *Remember any time an employee is off work for three or more days, the employee should be advised of right to apply for protected FMLA status.* Additional PAFs are required to extend any unpaid leave and/or to return the employee to work. While keying time off on FMLA FLP is keyed while an employee has leave accruals available and FLU once leave accruals exhaust. Once the 12 weeks of FMLA has been exhausted discontinue keying FLP and or FLU.
- Signed PFL (SDF) supplement **or** PFL (SDF) Waiver form to Auditor Payroll.
- Disability Worksheet -completed with disability date and anticipated return to work date- to Auditor Payroll for *qualifying employees (**all full time employees except BU 0,1,3,7,M and p/t contract nurses.*)

- The deadline for PFL (SDF) worksheets to be received by Auditor is the Friday after each payday.
- Copies of all PFL (SDF) stubs (listing claim effective date and dates paid) to Auditor Payroll to ensure accurate coordination of employee's leave accruals.

Remember Auditor payroll needs a disability worksheet for **all** employees on paid leave, including those who have waived PFL (SDF) and for those who return to work on a reduced work schedule. Employees on a reduced work schedule (per doctor certification) need to have the number of hours per week they are to work specified on the worksheet. Employees who return to work on a part-time basis will be paid for actual hours only. Coordination of benefits will not continue. Reduced work schedule may impact eligibility for Health Benefits. Employees on unpaid leave of absence must have a disability worksheet when the employee goes on unpaid leave status. While employee is on FMLA and is on **unpaid** status the payroll clerk must key FLU. Time keyed to FLP and or FLU should not exceed time allowed under FMLA (12 workweeks).

Remember if an employee goes on an unpaid leave of absence beyond 15 calendar days, the **service date must be extended (by the total number of days off while on unpaid leave of absence)** on the return to work PAF.

OJI PROCEDURES

When an employee is injured while on the job, an On The Job Injury Report must be completed by the employee and their department. This needs to be faxed to the CEO-Risk Management Division within 24 hours.

In addition to the On The Job Injury Report, the following items need to be completed in a timely manner if the employee loses any work time due to an on the job injury (OJI):

- FMLA paperwork (with attached medical certification) sent to the CEO-Risk Management Division.
- A PAF (with attached medical certification) sent to CEO-/Personnel Division to place the employee on a unpaid medical leave of absence. *Remember any time an employee is off work for three or more days, a FMLA request must be submitted.* Also be sure to send additional PAFs to extend an unpaid medical leave, and to return the employee to work.
- Disability Worksheet –completed with date of injury and return to work date– sent to the Payroll Division of the Auditor Controller's Office for all full time qualifying employees who have lost work time due to an OJI. The CEO-Risk Management Division finds it helpful to receive a copy of the disability worksheet too. The deadline for OJI worksheets to be received by Auditor is the Friday after each payday.

Auditor Payroll requires approval from The CEO-Risk Management Division for payment and coordination status for all OJI's with lost time. **No OJI time is to be keyed without Risk Management approval.**

Remember Auditor and The CEO-Risk Management Division need a disability worksheet even if the employee returns to work on a reduced work schedule. Be sure to specify the number of hours per week the doctor is allowing the employee to work. ***Remember a disability worksheet must be sent when the employee goes to unpaid leave of absence status while still covered by FMLA.***

Remember when an employee goes on an unpaid leave of absence status beyond 15 days, the service date needs to be extended on the return to work PAF.

MANAGEMENT DISABILITY

Short Term Management Disability leave is available for Management employees who sustain an injury or illness that lasts beyond 30 consecutive days. This coverage is for one year. This is a self-insured plan through the County. Claim forms can be obtained from the CEO-Risk Management Division.

In addition to the Management Disability Claim Form, the following items need to be completed in a timely manner:

- Medical certification to the CEO Risk Management Division along with a copy disability worksheet indicating lost time. CEO-Risk Management will work with Auditor's Office and or CEO's office to determine if benefits are payable or not.
- Disability Worksheet - completed with date of injury and return to work date sent to Auditor Payroll for qualifying employees. The deadline for worksheets to be received by Auditor is the Friday following each payday.

Long Term Management Disability leave is a fully insured plan and is administer by Reliastar Insurance. Coverage under this policy has a 365-day waiting period Contact the Employee Benefits unit in the CEO-Risk Management Division for claim forms and further plan description.

DIS (4850) PAY

The California Labor Code provides up to one year of full salary continuation in lieu of Temporary Disability for eligible law enforcement employees who have been injured on the job as outlined in the Labor Code under LC 4850. During this period of time the employee's time should be keyed DIS. The Payroll Division of the Auditor Controller office will verify the time off with the CEO-Risk Management Division.

- Medical certification to The CEO-Risk Management Division and copy of disability worksheet showing time lost. CEO-Risk Management will confirm if 4850 benefits apply or not.
- Disability Worksheet –completed with date of injury and return to work date- sent to Auditor Payroll for qualifying employees. The deadline for worksheets to be received by Auditor is the Friday after each payday.

Should the employee remain off of work beyond the one year, the employee will begin to receive Temporary Disability and be placed on FMLA. During this time the employee will be required to supplement with accrued benefits. Once the FMLA has exhausted the employee will have the option to discontinue supplementing with his or her accruals and can be placed on an unpaid leave of absence.

NUR Pay

The MOU between the County of Stanislaus and the California Nurses Association provides for up to six months of full salary continuation in lieu of Temporary Disability payments. Employees will be placed on FMLA and the FMLA time will run concurrent with the NUR time. The six months salary continuation allows for broken periods of time, but only 6 months are available for the claim.

During this period of time the employee's time should be keyed NUR. The Payroll Division of the Auditor Controller office will verify the time off with the CEO-Risk Management Division.

- Medical certification to The CEO-Risk Management Division and copy of disability worksheet showing time lost. CEO-Risk Management Division will confirm in NUR benefits are payable or not.
- Disability Worksheet –completed with date of injury and return to work date- sent to Auditor Payroll for qualifying employees. The deadline for worksheets to be received by Auditor is the Friday after each payday.

Should the employee remain off of work beyond six months, the employee will begin to receive Temporary Disability payments directly from the County's Third Party Administrator.

Should employee loose more then 6 months due to injury or illness, and employee becomes eligible for a 2nd FMLA term (each year employee may be eligible for 12 weeks of FMLA). If eligible for FMLA and no longer eligible for NUR pay the employee will be required to supplement with accruals.

Completing Forms or Applications

<http://www.edd.ca.gov/direp/de2501.pdf>

Paid Family Leave - Employers are required to provide the Paid Family Leave brochure only to new employees who start after January 1, 2004, and persons who request leave to care for a seriously ill family member or bond with a new child after July 1, 2004. These forms may be downloaded and provided as official notices to employees.

[**http://www.edd.ca.gov/direp/pflpub.asp**](http://www.edd.ca.gov/direp/pflpub.asp)