



# SDI/PFL Fact Sheet

## Overview

California's Employment Development Department (EDD) administers the State Disability Insurance (SDI) and Paid Family Leave (PFL) programs to help employees temporarily unable to work for personal reasons. The County does not fund either the SDI or PFL. The programs are separate partial wage replacement benefits and receive funding through employee payroll deductions. For complete details on SDI/PFL go to [www.edd.ca.gov/disability](http://www.edd.ca.gov/disability). Here are the basic facts regarding SDI and PFL:

- ▶ Eligible employees (not all employees are) may receive partial wage-replacement benefits when unable to work because of their own serious illness or injury that is not work related.
- ▶ Eligible PFL employees may receive partial wage replacement benefits when unable to work because they are caring for a seriously ill child, spouse, parent, domestic partner, *grandparent, grandchild, sibling or parent-in-law* (this is different from FMLA & CFRA).
- ▶ A Claim ***must*** be filed within 49 days of the first day of the disability for SDI and no later than 41 days after you begin your family leave for PFL.
- ▶ SDI & PFL are a wage replacement benefit and **NOT a leave of absence!**
- ▶ Maximum time limit: 52 weeks for SDI, 6 weeks for PFL in a 12 month period or until funds are exhausted.
- ▶ There is a seven-day waiting period before wage replacement benefits begin for SDI; there is no waiting period for PFL.
- ▶ Anytime the employee has a loss of wages, they are ***required*** to apply for SDI, per their MOU and California state law. (Refer to employee's MOU for participation requirements.)
- ▶ Employees eligible for SDI must participate in the County's Buy Back (currently 1021 & 2700) or standard integration program using their sick leave accruals.
- ▶ An employee who returns to work part-time may be eligible to receive partial SDI benefits.
- ▶ SDI & PFL is administered by California's Employment Development Department (EDD) and ***not*** the County.
- ▶ Effective January 1, 2018, the wage replacement rates for SDI and PFL increased from 55% to 60-70% depending on earned wages.
- ▶ Benefit Amounts are determined by EDD ***not*** the County.
- ▶ An employee must have had 5-6 months of SDI/PFL payroll deductions before they can claim benefits. (Previous employment outside of the County may be considered.)
- ▶ SDI or PFL have no job protected rights unless the rights exist by provision of some other law (i.e., FMLA, CFRA, PDL).
- ▶ Contact your Personnel Department for further information.

## **Filing a SDI or PFL Claim**

Once you have established that you will be filing a SDI or PFL claim, follow these steps when filling out your application:

1. Contact your payroll clerk for any questions and inform him/her of when your disability or family leave will begin. To insure proper wage integration also let your payroll clerk know if you have more than one job.
2. As of the first day of yours or your family member's disability period (date established by your or family member's physician), apply for SDI or PFL benefits online at [www.edd.ca.gov/disability](http://www.edd.ca.gov/disability) . To file by mail you will need to request a paper application form from EDD or get one from your department personnel. Form DE 2501 is for SDI and DE 2501F is for PFL.
3. On your SDI or PFL application, under "Employer Contact Information" you will enter Contra Costa County. For PFL and for those employees who participate in Standard Integration, enter your pay clerk's address & phone number. For employees who participate in the SDI Sick leave Buyback program, use the address 651 Pine St, 5<sup>th</sup> floor, Martinez, CA 94553, 925-335-1743.
4. If you will be using accruals to integrate with your SDI/PFL benefits the application will ask: "If your employer(s) continued or will continue to pay you during your disability or family leave, indicate type of pay"; answer under "Other" and type in "Integration with sick/vacation leave".
5. Answer "No" when asked if you are a State Employee – you are a County employee.
6. When you receive the EDD Notice of Computation form (DE 429D) from the state give your payroll clerk a copy.
7. Advise your payroll clerk of your return to work date.

## **Tips for Filing a Claim**

- To avoid overpayment, you may need to cancel your salary advance while on SDI/PFL. This can be done online through PeopleSoft Employee Self Service. When you return to work you can go back into PeopleSoft and reinstate your salary advance. Please inquire with your payroll clerk to discuss the timing of this change.
- Employees should check with their doctor to see if they accept online or hard copy claims forms (i.e., CCHP only accept paper applications).
- Managers should refer the employee to their Department Leave Coordinator as soon as possible to avoid payroll delays.
- What can cause a delay:
  - Claimants (employees) submitting the application in a different format than the doctor's certification of disability and not referencing claim ID.
  - Applying after the 49 day SDI or 41 day PFL application deadline.
  - Applying too early (before the disability period determined by your physician). You can set up your online profile prior to going out on SDI/PFL but you **CANNOT** submit your application until your or your family member's disability begins.