



City of Riverside, California
Human Resources Policy and Procedure Manual

Approved:

Human Resources Director

City Manager

Number: V-1 Effective Date: 11/11 TBD

SUBJECT: STATE DISABILITY INSURANCE (SDI) AND PAID FAMILY LEAVE FOR GENERAL, CONFIDENTIAL, AND REFUSE EMPLOYEES

PURPOSE:

To provide general information on the administration of the State Disability Insurance (SDI) and Paid Family Leave programs for an employee ~~(s) or their family member's serious health condition;~~ to provide information on the reporting of claims; and to provide policy guidelines on the buy-back of sick leave and/or vacation hours.

POLICY:

All benefited full-time and part-time benefited employees in the General, Confidential (hired on or before 12/31/15), and Refuse Units, shall be covered by the State Disability Insurance and Paid Family Leave pPrograms, a negotiated supplement to the City's sick leave benefit for employees in these units.

State Disability Insurance and Paid Family Leave programs provide monetary benefits but do not provide job protected leave or return to work rights. Pursuant to State Unemployment Insurance Code 2601-3272, State Disability Insurance provides eligible employees with a percentage of their regular salary if they are unable to work due to a disability. Pursuant to State Unemployment Insurance Code 3300-3306, Paid Family Leave provides eligible employees with a percentage of their regular salary to care for an ill family member, bond with a new child by birth, adoption, or foster care placement, or to participate in a qualifying event as a result of a spouse, registered domestic partner, parent, or child's military deployment to a foreign country. ~~care for parents, children, and domestic partners or to bond with a new child and~~ Paid Family Leave offers up to eight ~~six~~ (8~~6~~) weeks of benefits in a 12-month period.

~~Generally, leave taken by an employee~~ An employee participating per in under the SDI/Paid Family Leave programs, may ~~qualify~~ ies for coverage ~~leave~~ under the City's Family, Medical, and/or Pregnancy Disability Leave (FMLA) policy, depending on the circumstance. ~~Employees and supervisors are responsible for completing all required forms for FMLA leave for tracking purposes and in obtaining necessary approvals~~ (See Human Resources Policy and Procedures Manual V-4,

Family, Medical, Military Caregiver, and/or Pregnancy Disability Leave for ~~additional specific~~ information).^{[TK1][PA2]}

1. **Coverage**

Any off-the-job illness or injury, either physical or mental, including pregnancy, childbirth, or any other medical condition that prevents the performance of regular or customary work by an employee, may be covered by the SDI program.

~~Additionally, An~~ employee may be covered by Paid Family Leave for any of the following reasons:

- A. To care for a seriously ill child, ~~spouse, parent, parent-in-law, grandparent, grandchild, sibling, spouse,~~ or registered domestic ~~partner; partner.~~
- B. To bond with the employee's new child or the new child of the employee's spouse or registered domestic partner; or
- ~~C. C.~~ To bond with a child in connection with the adoption or foster care placement of the child with the employee or the employee's spouse or registered domestic partner.
- ~~C.D.~~ Participate in a qualifying event because of a family member's (spouse, registered domestic partner, parent, or child) military deployment to a foreign country.

~~Disability B~~ benefits begin the day after a mandatory 7-day waiting period following illness, ~~or injury. There is n~~No mandatory waiting period for Paid Family Leave benefits, ~~and, Paid Family Leave benefits begin the,~~ first day of bonding, or first day of providing care. ~~Once With~~ eligibility ~~is~~ established by the State's Employment Development Department (EDD), an employee may:

- A. Receive benefits for up to fifty-two (52) weeks for SDI; receive benefits for up to ~~eightsix~~ (86) weeks for Paid Family Leave.
- B. Receive benefits based on the wages paid during a twelve (12) month base period (the four consecutive quarters immediately preceding the month in which the claim is filed). Note: Consult the State Disability Insurance Department to determine your base period.

~~C. Receive weekly payments per SDI.~~^[PA3]

~~CD.~~ Receive a full or partial paycheck^[PA4] ~~as long as if~~ accrued leave is available to supplement SDI payments.

2. **Enrollment**

Enrollment is automatic and mandatory upon hire for all full-time and part-time benefited employees in the General, ~~Confidential,~~ and Refuse bargaining units.

Source of authority: <https://edd.ca.gov>

3. Claims

To file a claim, an employee must:

~~A. Obtain a claim form.~~

~~AB. Complete the claim form~~ File a claim application online or by mail via the State's SDI website, and sign.

~~CB.-~~ Have attending physician complete the "Doctor's Certificate" portion of the claim form^[PA5].

~~D. Mail the completed claim form to the address provided on the form.~~

~~EC.~~ File the claim within forty-nine (49) days of illness or injury for SDI, or within forty-~~one~~nine (419) days after the first day your family leave begins. of bonding or providing care for Paid Family Leave for bonding must be claimed within one year of your child's birth, adoption, or foster care placement, claim should be filed no later than eight (8) to nine (9) weeks before the anniversary of the child entering your family. Late filing ~~shall~~may result in loss of payment for the number of days claim is late unless "good cause" for the delay is established with the State.

4. City Verification

The Payroll Section~~Division~~ of the Finance Department shall, when contacted by the State in determining eligibility, verify an employee's salary and last day worked.

5. SDI and Paid Family Leave Coordination of Benefits

An employee with sick leave accruals available must use their accrued hours ~~accruals~~ in conjunction with SDI benefits until exhausted. When sick leave is exhausted, an employee shall be required (except when exempted by Human Resources Policy and Procedure Manual V-4, Family, Medical, Military Caregiver and/or Pregnancy Disability Leave) to use accumulated vacation leave and may also elect to use compensatory time to extend full pay as long as possible. While the employee continues to receive compensation from the City through the usage of accrued leave, the employee will continue to be eligible for the City contribution towards health/vision and/or dental plans. If the employee exhausts all accrued leave and is placed on "inactive" payroll status, or leave without pay and is not eligible for FMLA leave, the employee will then be responsible for paying 100% of the insurance premiums towards health/vision, and/or dental, additional life insurance, and/or legal insurance. If premium payments are not received within 30 days of being notified by the Finance department the benefit premium invoice date/due date, the coverage may be subject to temporary termination. If coverage is terminated, reinstatement will be available upon the employee's return to work.

State law prohibits an employee from receiving more than 100% of salary in combined sick/vacation leave and SDI/Paid Family Leave benefits. ~~Employees who are eligible for the City's Policy section V-3 Employee Leave Donation Plan, may not received more than 100% of salary when combined with the SDI/Paid Family Leave benefit.~~ [TK6]

SDI/Paid Family Leave benefits ~~s checks~~ received by an employee must be endorsed ~~over~~ to the City of Riverside and delivered to the Payroll ~~Section~~ Division of the Finance Department so long as they are receiving paid leave from the City. If ~~an~~ employees ~~is~~ are not receiving paid leave from the City, they are not required to submit their SDI/Paid Family Leave payments to the City.

SDI/Paid Family Leave Pre-paid Debit Cards

~~An Employees who receives a SDI/Paid Family Leave pre-paid debit cards from the EDD must provide submit a statement from the EDD to Payroll verification indicating of the amount of SDI/Paid Family Leave benefits paid, and time period covered. from the EDD when delivering the verification to the Payroll Division of the Finance Department. If an employee receives a pre-paid debit card from the State Employment Development Department (EDD) instead of a check, the employee must provide verification of the amount of such payment from the EDD to the Payroll Section of the Finance Department. SDI/Paid Family Leave payments and statements are to be submitted to Payroll each pay period. The deadline to submit is by noon on the last day of each pay period. Once Payroll has confirmed the amount on the statement received by the employee from the EDD, Payroll they will process debit card transactions for amount deposited to the EDD debit card and a A copy of payment receipt will be provided to the employee. it will provide the employee with a departmental receipt for the amount received. The employee shall then deliver the receipt along with the pre-paid debit card to the Treasury Section of the Finance [TK7] Department for processing. Employees who receive SDI/Paid Family Leave pre-paid debit cards from the EDD must provide verification of the amount paid and time period covered from the EDD when delivering the verification to the Payroll Section of the Finance Department. Employees are encouraged to contact the Payroll Division upon receiving their first payment from EDD to confirm the process. - [TK8] [MJ9]~~

With receipt of each endorsed SDI/Paid Family Leave benefit check and/or pre-paid debit card, the Payroll ~~Section~~ Division shall reinstate the number of sick ~~or~~ vacation hours the benefit check and/or pre-paid debit card shall buy back. These reinstated sick ~~/or~~ vacation hours shall then be available for further use by the employee. The percentage credited to the sick leave and/or vacation leave accounts is based on the percentage of hours used from the account during the employee's time off. [MJ10]

When all available leave balances have been exhausted and the employee is down to accrual hours only, has insufficient hours to receive a full paycheck, the Unpaid Time-hour code should be used on the timecard [MJ11] to reflect unpaid hours, and the employee shall be placed on "Inactive" payroll status by the department. Departments are to contact HR and Payroll to notify when employees have exhausted their paid leave.

Disclaimer: This policy is for internal processes only. Should a discrepancy exist between this document and the State Unemployment Insurance Code, the State Unemployment Insurance Code will prevail.