

Human Resources Branch Memorandum

SUBJECT: NEW! Employee Wellness Services	NUMBER: HRB 20-037
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☐ Action Required

☒ Informational Only

☐ Control Agency Directive

Purpose

The purpose of this memorandum is to inform California Department of Fish and Wildlife (CDFW) employees that the Human Resources Branch (HRB) Medical Disability Services Unit (MDSU) is now the Employee Wellness Services (EWS) Unit. The EWS is excited to announce several updates made to the EWS Intranet Page, the Family and Medical Leave Resource Page, and the Employee Assistance Program Intranet Page. Additionally, COVID-19 Leave Support is now housed in the EWS.

Employee Wellness Services

The Employee Wellness Services (EWS) administers work, family, and leave programs in consultations with management and employees. Our EWS Analysts are available to assist employees in the following programs:

Family & Medical Leave Act (FMLA)/California Family Rights Act (CFRA)/Pregnancy Disability Leave (PDL)

Provides unpaid job protection in the event of the birth or adoption of a child, to care for self or a family member in the event of a serious health condition, for qualifying exigency leave, or for military caregiver leave. For more detailed information, check out our new [FMLA Resources Page!](#)

Reasonable Accommodation

Provides equal employment opportunities to qualified individuals with a medical condition, a physical or mental disability including, but not limited to recruitment, selection, training, promotion and other terms, conditions, and privileges of employment in accordance with the California Fair Employment and Housing Act, and Americans with Disabilities Act (ADA). For more information on Reasonable Accommodation, please view the [CDFW OPS Manual Policy](#) or reach out to your assigned EWS Analyst.

Workers' Compensation

Provides employer insurance benefits to employees and volunteers who sustain a work-related injury/illness that arises out of and in the course of employment. For more detailed information, please visit the [EWS Intranet page](#) or reach out to your assigned EWS Analyst.

Employee Assistance Program

Provides State employees and their eligible dependent, confidential services 24/7 at no charge as part of the State's commitment to promote employee health and wellbeing. EAP also provides managers access to helpful tools and resources. For more detailed information, please check out our newly updated [EAP Intranet Webpage!](#) This page is regularly updated to include the latest services and resources available through EAP.

COVID-19 Related Leave Support

Provides support relating to the Families First Coronavirus Response Act (FFCRA) which includes Emergency Paid Sick Leave (EPSLA) and Emergency FMLA (E-FMLA), other leave options for exempt employees, caregiver leave options, and more. Please visit the [COVID-19 Leave Support Page](#) for more information on EPSLA, E-FMLA, and their applicable policies and procedures. This page also includes time reporting instructions when using these leaves, and other leave options for departmental employees both eligible and ineligible for EPSLA/E-FMLA.

Catastrophic Leave Program

Permits salary and benefit continuation to employees who have exhausted all paid leave credits because of their own serious injury/illness, the need to provide care for a seriously injured/ill family member, or their principal residence resides in a county where the Governor declared a state emergency. For more detailed information, please visit the [EWS Intranet page](#) or reach out to your assigned EWS Analyst.

NEW! EWS Intranet Page

The EWS Intranet Page has been recently updated to include resource pages and the latest Wellness updates. Please visit this page regularly for detailed information regarding our program services, to view the latest monthly newsletter, and to access regularly updated resource pages for FMLA, COVID-19 Leave Support, and EAP.

Resources

- [Employee Wellness Services Intranet Page](#)
- [FMLA Resource Page](#)
- [EAP Intranet Page](#)
- [COVID-19 Leave Support Intranet Page](#)

Contact

Our EWS Analysts are available to assist you in addressing all your wellness and/or medical related issues. We encourage you to contact your assigned analyst below if you would like any additional information and/or have any questions regarding these programs.

Last Name	Analyst	Telephone
A-G	Wonwyne Hale	(916) 657-2405
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EWS Manager: [Haya Johnson](#), (916) 203-1590

EWS Specialist: [Michael Newbert](#), (Tue-Wed-Thur 8:00 a.m. to 4:00 p.m.)

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