

GENERAL INFORMATION

State Disability Insurance (SDI) is a partial wage replacement program for bargaining unit (BU) 1, 4, 11, and 14 employees who are absent from work due to a non-work-related injury or illness.

- SDI has two components:
- **Disability Insurance:** Provides wage replacement for up to 52 weeks to eligible employees who sustain a non-work-related injury or illness.
 - **Paid Family Leave:** Provides wage replacement for up to eight weeks within a 12-month period to eligible employees who are absent from work to:
 - Care for a seriously ill child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner.
 - Bond with a new child entering the family by birth, adoption, or foster care placement.
 - Participate in a qualifying exigency related to a family member's (spouse, domestic partner, parent, or child) military deployment.

SDI is an employee paid benefit and payments are issued by the Employment Development Department (EDD). For more information, visit the SDI webpage at www.edd.ca.gov/Disability/SDI_Online.htm.

Waiting Period and Leave Supplementation
Disability Insurance requires employees to serve a seven-calendar day waiting period. Employees may use leave credits, be placed on unpaid leave, or use a combination of leave credits and unpaid leave during the waiting period. If the employee elects to use leave credits, the employee's leave of absence (LOA) will begin on the day the use of leave credits ends. There is no waiting period for Paid Family Leave.

Employees may use up to a maximum of 40 hours of leave per month to supplement SDI benefits. This does not include any leave used to cover the waiting period.

Employees must complete the [Waiting Period and Supplementation Pay Request While on Disability form \(DFW 277\)](#) to elect leave usage during the waiting period and/or supplementation.

Voluntary Deductions
Payment of leave credits is considered regular pay and is subject to mandatory and voluntary deductions. When there is sufficient net pay, voluntary deductions will be deducted from regular pay unless cancelled by the employee. Employees are responsible for cancelling and re-establishing voluntary deductions and/or making direct payments to the carrier(s). **Employees who reside in state-owned housing are responsible for making monthly rent payments to the California Department of Fish and Wildlife's Accounting Services Branch if there is insufficient net pay for the payroll deduction.**

REQUIREMENTS

- Employees must complete and submit the following documents within seven days of taking a disability-related LOA, as indicated below:
- [DFW 276](#) Leave of Absence Request (Paid or Unpaid) – submit to your manager/supervisor
 - [DFW 277](#) Waiting Period and Supplementation Pay Request While on Disability – submit to EWS@Wildlife.ca.gov
 - [DFW 278A](#) State Disability Insurance Requirements and Information – submit to EWS@Wildlife.ca.gov
 - Timesheet(s) Submit in Tempo for the applicable pay period(s)

To ensure timely payroll supplementation and/or to continue benefits, employees shall submit the following documents, upon receipt from EDD to the Human Resources Branch (HRB) via EWS@Wildlife.ca.gov:

- SDI Electronic Payment Notification (DE 2500E): weekly/monthly payment stubs
- SDI Notice of Computation (DE 429D): provides potential award information
- SDI Notice of Determination (DE 1080CZ): provides eligibility information

Note: Supplementation requests cannot be processed by the State Controller's Office until the applicable EDD payment stubs are received in HRB each month. Failure to submit any of the required documents may affect supplementation pay and/or benefits.

Communication with Manager/Supervisor
Regardless of information provided by you or a physician to EDD, you must keep your manager/supervisor and HRB informed of your absence, including extensions of your leave. Your manager/supervisor may require you to provide substantiation. Failure to notify your manager/supervisor of your absence or provide required substantiation, may result in your time off being recorded as Absent Without Leave (AWOL). If you are AWOL for five consecutive working days, you may be subject to automatic resignation from state service.

BENEFITS

Family and Medical Leave Act/California Family Rights Act
Employees approved for SDI benefits may be eligible for 12-weeks of Family and Medical Leave Act (FMLA)/California Family Rights Act (CFRA) benefits. FMLA/CFRA eligibility will be determined at the beginning of an employee's leave. If applicable, FMLA/CFRA leave will run concurrently with SDI. Additional FMLA/CFRA information can be found on the [FMLA intranet page](#).

Benefit Continuation
In accordance with [BU memorandum of understandings](#), if the employee elects, the state will continue health, dental, and/or vision benefits **up to 26 weeks** while an employee is receiving SDI benefits. If the employee elects to supplement with leave credits, benefit premiums will be deducted from the leave supplementation when there is sufficient pay. If the employee is not supplementing or there is insufficient pay, the state will pay both the employer's and employee's share of the premiums. Upon returning to work, the employee's share of the benefit premiums will be collected through the account receivables process. If an employee separates without satisfying the overpayment, the employee is subject to [Government Code section 19838](#).

Direct Pay Benefits

Employees who are benefit eligible and have exhausted their 12-weeks of FMLA/CFRA and/or 26-weeks of SDI are eligible to maintain coverage by making payments directly to the insurance carrier(s) through the Direct Pay Program. The employee is responsible for the full premium (employer's and employee's portion).

To participate in the Direct Pay Program, complete and submit the following forms to HRB via the [Ask HR](#) portal:

- Health Insurance [Direct Payment Authorization \(PERS-HBD-21\)](#)
- Dental Insurance [Dental Plan Direct Payment Authorization \(STD. 696\)](#)
- Vision Insurance [Vision Plan Direct Payment Authorization \(STD. 703\)](#)
- Group Legal Contact ARAG at (866) 762-0972 (45) days prior to an unpaid LOA

Note: Employees who do not elect to maintain benefits through Direct Pay, will have benefits suspended until they return to work. Employees that have a spouse or domestic partner who is a state employee, may elect to enroll in the spouse's or domestic partner's benefits.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

Employees will be offered COBRA continuation coverage to maintain benefits when they are no longer eligible for Direct Pay.

Dependent Care/Medical Reimbursement Accounts

Employee's reimbursement accounts will stop while on an unpaid LOA. Contributions will resume if the employee returns to work during the same plan year. Employees enrolled in a medical reimbursement account, who wish to continue to submit claims for services provided during their unpaid LOA, may elect to continue to make contributions through COBRA for the remainder of the calendar year.

Note: There are no tax savings on contributions made under COBRA.

FlexElect/CoBen Cash Option

Cash option payments will cease for employees who do not use leave credits to supplement their SDI payment but will resume when the employee returns to work.

WORKING WHILE ON SDI

When medically certified, employees may work reduced hours while receiving SDI benefits. When a full-time employee physically works and/or uses leave credits for (11) or more days (or the part-time equivalent) in the pay period, the pay period is qualifying. A qualifying pay period provides employees with leave credits and state service accruals. When combined, time worked and the SDI benefit amount cannot exceed the employee's total regular gross salary. If the time worked plus the SDI pay exceeds the total gross salary, the SDI benefit may be reduced.

MISCELLANEOUS

Direct Deposit

If enrolled, employee's direct deposit will be cancelled while on SDI. After the disability period, the employee may re-enroll in the Direct Deposit Program. To re-enroll in the Direct Deposit Program, complete and submit a [Direct Deposit Enrollment Authorization \(STD. 699\)](#) to HRB via the [Ask HR](#) portal.

Retirement Service Credit

Employees on SDI do not earn retirement service credit, unless working while on SDI and earning a qualifying pay period.

Union Dues

Union dues will not be withheld for employees while on an LOA (not receiving pay). Employees may pay union dues directly to their union.

Worker's Compensation

Employees who file a work-related injury or illness claim, may be eligible for SDI benefits while waiting for a workers' compensation claim determination. Employees may also be eligible for SDI benefits if the workers' compensation benefits are less than the SDI benefits.

QUESTIONS

For questions or additional information, submit an inquiry to HRB via the [Ask HR](#) portal.

ACKNOWLEDGEMENTS

HRB/Program Designee (print name)

Date DFW 278A provided to employee

I acknowledge that I have received the SDI Requirements and Information (DFW 278A). If receiving SDI, I further understand that failure to submit the required documents timely as outlined above, may affect my supplementation pay and/or benefits.

Employee Name

Personal Phone Number

Employee Signature

Date