



City of Riverside, California
Human Resources Policy and Procedure Manual

Approved:

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City Manager

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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 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, and Refuse Units, shall be covered by the State Disability Insurance and Paid Family Leave Programs, a negotiated supplement to the City's sick leave benefit for employees in these units.

SDI and Paid Family Leave provide benefits but do not provide job protection 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 parents, children, and domestic partners or to bond with a new child and offers up to six (6) weeks of benefits in a 12-month period.

Generally, leave taken by an employee under the SDI/Paid Family Leave program qualifies for coverage under the Family, Medical, and/or Pregnancy Disability Leave (FMLA) policy. 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 information).

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, or registered domestic 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. 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.

Benefits begin the day after a mandatory 7-day waiting period following illness, injury, first day of bonding, or first day of providing care.

With eligibility established, an employee may:

- A. Receive benefits for up to fifty-two (52) weeks for SDI; receive benefits for up to six (6) 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.
- D. Receive a full paycheck as long as accrued leave is available to supplement SDI payments.

2. Enrollment

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

3. Claims

To file a claim, an employee must:

- A. Obtain a claim form.
- B. Complete the claim form and sign.
- C. Have attending physician complete the "Doctor's Certificate" portion of the claim form.
- D. Mail the completed claim form to the address provided on the form.

E. File the claim within forty-nine (49) days of illness or injury for SDI, or within forty-nine (49) days after the first day of bonding or providing care for Paid Family Leave. Late filing shall 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 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 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.

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.

SDI/Paid Family Leave benefit checks received by an employee must be endorsed over to the City of Riverside and delivered to the Payroll Section of the Finance Department so long as they are receiving paid leave from the City. If employees 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

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. Once Payroll has confirmed the amount received by the employee from the EDD, 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 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.

With receipt of each endorsed SDI/Paid Family Leave benefit check and/or pre-paid debit card, the Payroll Section 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.

When all available leave balances have been exhausted and the employee has insufficient hours to receive a full paycheck, the Unpaid Time hour code should be used on the timecard to reflect unpaid hours, and the employee shall be placed on "Inactive" payroll status by the department.

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.