California’s
Paid Family Leave
Moments matter.
Five Things To Know About Paid Family Leave

1. Provides up to 8 weeks of partially paid leave in a 12-month period.
2. Can be used to bond with a new child or to care for an ill family member.
3. Can be used intermittently over a 12-month period.
4. There is no waiting period. Payment begins the first day of leave.
5. State Disability Insurance (SDI) is employee funded. It is not government assistance.
California’s Paid Family Leave (PFL) pays eligible employees up to eight weeks of benefits to be there for the moments that matter most.

PFL Care provides partially paid leave if you are:

- Caring for a seriously ill or injured child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner.
- Caring for an out-of-state or out-of-country family member.

Employees receive approximately 60 to 70 percent of their salary while using PFL.
Paid Family Leave and Bonding

**PFL Bonding** provides up to eight weeks of partially paid leave for mothers and fathers to bond with a new child within the child’s first year.

- Use to bond with a biological, foster, or adopted child.
- Requires documentation showing proof of relationship such as the child’s birth certificate, birth record, or foster/adoptive placement agreement.

Employees receive approximately 60 to 70 percent of their salary while using PFL.
Disability Insurance, Paid Family Leave, and New/Expecting Mothers

New mothers file for Disability Insurance (DI) followed by PFL, for example:

- Pregnancy (4 weeks before birth)
- Birth
- Recovery (6 - 8 weeks after birth)
- Bonding (8 weeks after recovery)*

*Your employees can break up their eight weeks of PFL. They do not have to use it all at once.
Filing a Paid Family Leave Claim

Employees must complete and submit their PFL claim within 41 days from the date their family leave begins by:

- **SDI Online**: Filing electronically through SDI Online is strongly recommended because it expedites the review process.
- **Mail**

*A PFL claim form will automatically be sent to new moms electronically or by mail at the end of their pregnancy-related DI claim.*
Paid Family Leave and SDI Online

SDI Online is a fast, convenient, and secure way to submit a PFL claim online. If employees file electronically, they do not send in the paper form.

Employers may also submit forms (DI only) and update contact information through SDI Online.

Create or access your account by visiting SDI Online.
Employees filing a claim for PFL care or bonding must properly complete and submit the *Claim for Paid Family Leave (PFL) Benefits* (DE 2501F).

New mothers transitioning from a pregnancy-related DI claim to a PFL bonding claim will automatically receive a *Claim for Paid Family Leave (PFL) Benefits – New Mother* (DE 2501FP) after the final DI payment.

Obtain the DE 2501F application by ordering through [Online Forms and Publications](#), calling 1-877-238-4373, or picking one up at your local SDI office.
Calculating the Benefit Amount

Your employees' weekly benefit amount is determined by the highest quarter of earnings in their "base period" (wages subject to SDI tax earned 5-18 months prior to their claim start date).

The “base period” covers a 12-month period and is broken into 4 consecutive quarters. For example, if an employee’s PFL claim begins in April, May, or June, the weekly benefit amount is calculated from their highest quarter of earnings between January 1 and December 31 of the prior year.

Your employees can simplify this process by using the Disability Insurance and Paid Family Leave Weekly Benefits Calculator to estimate their weekly benefit amount.
Determining Paid Family Leave Eligibility

Has your employee paid into California’s SDI program (usually noted as CASDI on a paystub) in the past 5-18 months prior to taking leave?

- **“YES”** – They are most likely eligible for benefits.
- **“NO”** – Not all employees pay into SDI, thus they are not eligible for these programs.

Employees should review paystubs before assuming eligibility.

Eligibility is **not** based on length of service or the number of employees your company has on staff.

Citizenship and immigration status do not affect eligibility.

Payment is not guaranteed until the claim has been approved by the Employment Development Department (EDD).

Only **8 weeks of benefits** can be claimed per 12-month period.
Employment Status and Paid Family Leave

Eligibility is determined by whether the employee has contributed to California’s SDI in the past 5-18 months.

Unemployed Californians must have collected Unemployment Insurance and/or be actively looking for work to qualify for PFL.

Seasonal and part-time employees may still qualify for PFL.

Self-employed individuals may be eligible if they are contributing to the Disability Insurance Elective Coverage program.

Unemployed Californians must have collected Unemployment Insurance and/or be actively looking for work to qualify for PFL.
Paid Family Leave and Employer Responsibilities

After an employee submits a PFL claim, the employer will:

- Receive a Notice to Employer of Paid Family Leave (PFL) Claim Filed (DE 2503F).
- Complete the DE 2503F and send back to the EDD within 2 working days.
- Report any wages the employee received or will receive while on leave.

*The DE 2503F can only be completed by paper and is not available to submit electronically through SDI Online.*
Employers must provide the following brochures to new employees and employees requesting leave:

- The *Paid Family Leave (DE 2511)* brochure.
- The *Disability Insurance Provisions (DE 2515)* brochure.
- You may order the brochures online, at no cost to you, by visiting [Online Forms and Publications](#).
Helpful Information for Employers

Employers and community counselors can:

- Use the *Paid Family Leave Booklet* (DE 8520) as a guide the next time an employee asks you about PFL.
- Order, view, or print the DE 8520 online by visiting Online Forms and Publications.
Job Protections

Does the SDI program provide job protection?

No, the SDI program does not provide job protection, just paid benefits.

However, other state and federal laws may apply while your employee is using leave.
Job Protections (Cont.)

Laws that may apply while receiving DI or PFL benefit payments:

- Family and Medical Leave Act (FMLA)
- California Family Rights Act (CFRA)
- New Parent Leave Act (NPLA)
- Fair Employment and Housing Act (FEHA)
- Pregnancy Disability Leave (PDL)

Employees considering DI or PFL must speak with you, the employer, to obtain unpaid job-protected leave. Visit the [California Department of Fair Employment and Housing](https://www.dfeh.ca.gov) and the [U.S. Department of Labor](https://www.dol.gov) to learn more.
For more information, visit:

- edd.ca.gov/paidfamilyleave
- CaliforniaPaidFamilyLeave.com

Contact EDD

- English: 1-877-238-4373
- Spanish: 1-877-379-3819

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by calling 1-866-490-8879 (voice). TTY users, please call the California Relay Service at 711.
Tell Your Paid Family Leave Story

California PFL allows you to be there for the moments that matter.

Share your PFL story on Instagram
@CA_PFL
#MomentsMatter
#PFL
#PaidLeave
#CAPFL
#CAPaidFamilyLeave