Paid Family Leave

Employer PFL Overview
State Disability Insurance (SDI)
Employment Development Department (EDD)
# Five Things To Know About Paid Family Leave

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<td><strong>1</strong></td>
<td>Provides up to six weeks of partially paid leave in a 12-month period.</td>
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<td><strong>2</strong></td>
<td>Can be used to bond with a new child or to care for an ill family member.</td>
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<td><strong>3</strong></td>
<td>Leave can be taken intermittently over a 12-month period.</td>
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<td><strong>4</strong></td>
<td>Employees receive approximately 60 to 70 percent of their weekly salary.</td>
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<td><strong>5</strong></td>
<td>There is no waiting period. Payment can begin the first day of leave.</td>
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Paid Family Leave and Caregivers

California’s Paid Family Leave (PFL) affords eligible workers up to six weeks of time to be there for the moments that matter most.

**Paid Family Leave 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.

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

**Paid Family Leave Bonding** provides up to six weeks of partially paid leave for both mothers and fathers to bond with a new child within the child’s first year.

- Can be used to bond with a biological, foster, or adopted child.
- Documentation showing proof of relationship can be a copy of the child’s birth certificate, birth record, or foster/adoptive placement agreement.

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

New mothers take Disability Insurance leave followed by Paid Family Leave, for example:

- **Disability Insurance**: 4 Weeks
- **Birth**: 6 - 8 Weeks
- **Disability Insurance**: 6 Weeks
- **Paid Family Leave**: 6 Weeks*

*Employees can break up the six weeks of Paid Family Leave. They do not have to take it all at once.*
Filing a Paid Family Leave Claim

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

**Mail or**

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

*A Paid Family Leave claim form will be mailed to new moms at the end of their pregnancy-related Disability Insurance claim.*
Filing a Paid Family Leave Claim

Mail

Employees filing for PFL care or bonding must properly complete and submit to the EDD the *Claim for Paid Family Leave Benefits, DE 2501F.*

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

Employees may begin this process by ordering the DE 2501F application online at [edd.ca.gov/Forms](http://edd.ca.gov/Forms) or by visiting a local SDI office.
Paid Family Leave and SDI Online

SDI Online is the 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 (Disability Insurance only) and update contact information through SDI Online.

Create or access your account by visiting: edd.ca.gov/SDI_Online
Calculating the Benefit Amount

Your employee’s 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 four 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.

To simplify this process, employees may estimate their weekly benefit amount using the EDD calculator at http://www.edd.ca.gov/Disability/PFL_Calculator.htm.
Determining Paid Family Leave Eligibility

Has your employee paid into California’s State Disability Insurance (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 State Disability Insurance, thus they are not eligible for these programs.

Have your employee review paystubs before assuming eligibility.

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

Immigration status does not factor into eligibility.

No paid leave is guaranteed until the claim has been approved by the EDD.

Only one PFL claim can be filed within a 12-month period.
Employment Status and Paid Family Leave

Seasonal employees, part-time workers, and unemployed individuals may still qualify for PFL.

Eligibility is determined by whether a worker has contributed to CASDI in the past 5-18 months.

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 your employee submits a PFL claim, the employer will:

- Receive a Notice 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 through SDI Online.
Employers should provide the following brochures to new employees and employees requesting leave:

- The *Paid Family Leave Brochure, DE 2511*.
- Order, view, or print the brochures online by visiting [edd.ca.gov/Forms](http://edd.ca.gov/Forms).
Helping Californians Be Present for Moments that Matter.

Helpful information for employers and community counselors:

- Use the DE 8520 booklet as a guide the next time an employee asks you about PFL.
- Order, view, or print the booklet online by visiting edd.ca.gov/Forms.
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

Laws that may apply while receiving Disability Insurance and Paid Family Leave 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 PFL should speak to their employer for more information on unpaid job-protected leave. Visit dfi.dwp.ca.gov and dol.gov/whd/fmla to learn more.
For more information, visit:

- www.edd.ca.gov/PaidFamilyLeave

Contact EDD

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