

COUNTY OF MARIPOSA

STATE DISABILITY INSURANCE (SDI) PROGRAM POLICY

PURPOSE

The purpose of this policy is to define how the California State Disability Insurance (SDI) Program is used in conjunction with benefits provided by the County of Mariposa. This policy applies to all represented employees as well as Confidential employees.

Disability insurance benefits shall be extended to employees in accordance with the terms and conditions of the SDI Program. The total compensation from accrued leaves and disability benefits shall not exceed the employee's base salary at the time of disability.ⁱ

RESPONSIBILITIES

Each department is responsible for providing Family Medical Leave Act (FMLA)/California Family Rights Act (CFRA) documents to an employee requesting permission to take medical leave of absence that will be for a period of time longer than seven (7) days. The employee will need to complete and return the FMLA/CFRA request form to their department head for decline or approval signature. The Certification of Healthcare Provider must be completed by the employee's physician and returned. The request form and physician's certification should then be sent to Payroll / Auditor's Office in a sealed confidential envelope, along with Payroll Time Certifications reflecting anticipated corresponding time off.

The SDI benefit pays approximately 55% of an employee's base salary while they are on a medical leave of absence. Mariposa County payroll personnel integrates payment for the remaining 45% of base salary if sick leave and/or vacation leave time is available to draw from when the medical absence begins and the County and employee agree to this integration.

Employees also have the option to freeze all or part of their available sick or vacation leave time, in lieu of integration, by written authorization. Forms are available in the Auditor's Office.

Each employee is responsible for applying directly to the California Employment Development Dept. (edd.ca.gov) in order to receive SDI benefit compensation.

Vacation and sick leave time will not increase or accrue while on leave of absence. An employee who exhausts vacation and sick leave hours will have no monetary compensation available from the County. Medical, dental, and vision benefits are protected and will continue for up to twelve (12) workweeks of absence in a twelve (12) month period, only if FMLA/CFRA documents are completed, approved and submitted.

Adopted 1/19/2016 (Res. No. 16-40)

ⁱ Deputy Sheriffs' Association; Sheriff's Management Association; and SEIU Memorandum of Understanding section 6.4.6.2 and Mariposa County Managerial and Confidential Organization section 6.5.2 – Compensation. "An employee who is disabled as a result of an injury shall be placed on leave, using as much of his/her accumulated compensatory time off, his/her accrued sick leave, and his/her vacation time as when added to any disability indemnity payable under the Worker's Compensation Act or the State Disability Insurance Program will result in a payment to him/her of not more than his/her full salary."