COUNTY OF SANTA CRUZ

PERSONNEL DEPARTMENT
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REQUEST FOR INTEGRATION OF ACCRUED ANNUAL LEAVE
WITH STATE DISABILITY INSURANCE (SDI) or PAID FAMILY LEAVE (PFL)

Employee Name:_____
(Print)

Employee Number: _____   Last Actual Day Worked: _____

I will be applying for SDI or PFL: ☐ Yes   ☐ No   To file a claim for SDI / PFL: www.edd.ca.gov

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I have read both sides of the form and understand the following:

There is a 7-day (calendar) waiting period for SDI and I may choose to use available accrued annual leave during the waiting period. There is no waiting period for PFL.

I wish to be paid using my accrued leave during my SDI waiting period: ☐ Yes   ☐ No

I request to use the following hours during my 7 day SDI waiting period: Day 1 ___ Day 2___ Day 3___ Day 4___ Day 5___ Day 6 ____ Day 7_____. Please do not count your weekend, please leave those days blank. There are no minimum hours per day and the maximum is your normal hours worked per day. This is only applicable to the SDI waiting period.

Requests for integration of accrued annual leave with SDI/PFL must be made at the beginning of the employee's leave of absence and are irrevocable for the duration of the employee leave of absence. The election to "opt-out" of integration is irrevocable for the duration of the employee leave of absence.

Accrued annual leave integrated with SDI/PFL may not exceed 40 hours per pay period (for full time benefit status) and will be prorated based upon employee benefit status so that accrued annual leave to be integrated does not exceed half the hours the employee would work in their regular scheduled workday.

The minimum amount of accrued annual leave hours to be integrated with SDI/PFL may be no less than 30 hours per pay period (prorated for part-time status), so long as this does not cause the employee to exceed their regular pay. Once accrued annual leave balances are exhausted, the employee is responsible to pay for their share of benefit costs based upon their type of leave of absence.

The filing of an SDI/PFL claim by the employee, with or without integration of accrued annual leave, in no way replaces the County's policies and procedures for Leaves of Absence. The employee on a Leave of Absence must provide supporting documentation, on the appropriate County forms. This documentation must be submitted to the employee's department, within the timeframes outlined by the department.

☐ I request *I* authorize the County of Santa Cruz to use my accrued annual leave balance to integrate with SDI/PFL. I request hours to be used for each regular scheduled workday to integrate with SDI/PFL until such time as my accrued annual leave balances are exhausted. After the seven-day waiting period, I will begin integration on _____.

OR ☐ I do not request *I* authorize the County of Santa Cruz to use my accrued annual leave balance to integrate with SDI.

_____   _____
Employee Signature   Date

_____   _____
Department Head Signature   Date   Rev. 6/22

Integration of employee accruals with the State
Disability Insurance (SDI) Program and the Paid family Leave (PFL) Program

General Representation Unit / Deputy Probation Association employees who participate in the State Disability Insurance Program (SDI) are permitted to integrate their accrued annual leave with the State Disability Insurance (SDI) and the Paid Family Leave (PFL) program (a State compensation program available through the Employment Development Department.)

To be eligible to integrate accrued annual leave with State Disability Insurance, the General Representation Unit / Deputy Probation Association employee must be unable to work due to a nonwork-related injury or illness or a medically disabling condition, including pregnancy or childbirth.

Employees in the General Representation Unit/Deputy Probation Association may also integrate accrued annual leave with Paid Family Leave.

Accrued annual leave integrated with SDI/PFL may not exceed 40 hours per pay period (for full time benefit status) and will be prorated based upon employee benefit status so that accrued annual leave to be integrated, does not exceed half the hours the employee would work in their regular scheduled workday.

The minimum amount of accrued annual leave hours integrated with SDI/PFL may be no less than 30 hours per pay period (prorated for part-time status), so long as this does not cause the employee to exceed their regular pay.

Once the accrued annual leave balance is exhausted:
- The employee is responsible to pay for their share of benefit costs based upon their type of leave of absence (FMLA, Other Medical, Personal)
- The employee is eligible to request participation in the time bank program

The process necessary to integrate accruals with SDI/PFL is as follows:

- The General Representation Unit / Deputy Probation Association employee will receive /may obtain a Request for Integration with SDI/PFL Form from the employee's departmental payroll clerk.

- This form authorizes the County of Santa Cruz to integrate the use of employee's accrued annual leave with SDI/PFL and provides a section for the employee to designate the number of hours to be integrated per pay period.

- Requests for integration of accrued annual leave with SDI/PFL must be made at the beginning of the employee's Leave of Absence and are irrevocable for the duration of the employee Leave of Absence.

- Employees wishing to "opt-out" of the opportunity to integrate their accrued annual leave may complete the appropriate section of the form. The election to "opt-out" of integration is irrevocable for the duration of the employee Leave of Absence.

- Upon employee completion of the form, the employee is responsible to provide the completed form to their departmental payroll clerk, who will then route the form to the Department Head for signature.

- The departmental payroll clerk will be responsible to enter appropriate data on the employee timecard each pay period.

- Once the employee's accrued time off is exhausted, the departmental payroll clerk will prepare a leave of absence paperwork packet and route the packet to the Leaves Analyst / Leaves Technician in the Personnel Department for processing.