

COUNTY OF SAN DIEGO
DEPARTMENT OF HUMAN RESOURCES
POLICY AND PROCEDURES MANUAL

SUBJECT: **STATE DISABILITY INSURANCE**

POLICY NUMBER: **504**

EFFECTIVE DATE: **March 1, 1991**

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REVISED DATE: **May 2013**

POLICY

The County will assist employees to integrate their usage of sick leave balances when the employee concurrently receives State Disability Insurance (SDI) benefits.

BACKGROUND

The State Disability Insurance (SDI) program is managed by the State of California, Employee Development Department (EDD), which is responsible for program eligibility requirements, benefit determinations and disability payments. The two components of the SDI program are:

- Wage loss benefits up to fifty-two (52) weeks, subject to base period earnings, for employees who are temporarily unable to work due to a *non work-related* illness or injury, or a medically disabling condition from pregnancy or childbirth; and
- Wage loss benefits, up to six (6) weeks, when a person cannot work due to the need to care for a child, parent, spouse, or registered domestic partner, or to bond with a new child (Paid Family Medical Leave – benefits payable for qualifying events that occur after July 1, 2004).

To view union code SDI eligibility click the following link: [SDI Eligibility Union Code Matrix](#)

The State of California, Employee Development Department prohibits a combination of the use of sick leave balances and SDI total when it exceeds a 100% of an employee's weekly salary. For this reason, employees under this circumstance must integrate these benefits to comply with the SDI regulations. Failure to integrate these benefits will jeopardize an employee's SDI eligibility and may create overpayment issues.

RESPONSIBILITIES

Employee:

- Complete and submit an SDI claim form. Claim forms are available from EDD and departments' payroll units.
- Use the following address as the employee's mailing address when filing an SDI claim:

Department of Human Resources
5530 Overland Ave Ste 210
San Diego, CA 92123-1261

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The State will mail the employee's SDI checks or debit card and Statement of Benefit Amount to the above address. **Department of Human Resources (DHR):**

- DHR will copy Auditor and Controller Central Payroll Administration on the letter sent to Departmental Payroll Clerks regarding the "Notice to Employer of State Disability Claim Filed".
- Upon receipt of SDI checks or Statement of Benefit Amount, DHR will provide benefit payment information to Auditor and Controller Central Payroll Administration.
- DHR will forward received SDI benefit checks, any debit card and Statement of Benefit Amount to the employee's home address within one business day.

County Departments

- Departments must ensure that the "Claim for State Disability Insurance Benefits" application contains the DHR, Risk Management address as the employee's mailing address.
- Departments must inform the employee that it is the responsibility of the employer and the employee to ensure that they do not receive more than 100% of normal gross wages when receiving integrated/coordinated wages in conjunction with the SDI or PFL weekly benefit amount.
- Departments are responsible for completing and returning the "notice to Employer of State Disability Claim Filed" within two working days from the date received if the person is still your employee, or within five days, if not.
- Departments are responsible for following up with their employees ensuring that the SDI benefits statements are being sent to the DHR Risk Division.

Auditor and Controller:

- Central Payroll Administration will, in arrears on a bi-weekly basis, restore sick leave hours used (calculation: weekly SDI benefit amount divided by hourly wage rate), and will do this every pay period until all sick leave used during the SDI/PFL period is restored or all excess SDI/PFL benefits are repaid, whichever comes first. As a result, the employee's subsequent paycheck will be reduced by the amount of the SDI payment.
- Central Payroll Administration will integrate the maximum amount of hours based on each individual case until all required hours have been integrated.

Integration of SDI benefits and sick leave balance usage is required by the State Unemployment Insurance Code, and it has the effect of extending employees' County paid status. This can have a positive impact on leave accruals, health insurance status and other benefits.

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FURTHER INFORMATION

If employees have questions regarding their SDI benefits they should contact their Departmental HR/Payroll staff. If Departmental HR/Payroll staff have questions about integration of benefits, please contact Auditor and Controller Central Payroll Administration at (858) 694-2051.

REFERENCES

County Compensation Ordinance, Section 5.1.2
Memoranda of Agreement

APPROVED BY:

Original document approved and signed by Susan Brazeau on 8/6/15.

Susan Brazeau, Director
Department of Human Resources