

## **Catastrophic Leave**

When an employee faces financial hardship and has exhausted all leave balances due to injury or prolonged illness of themselves, spouse, domestic partner pursuant to State law, child, or parent, leave donations may be requested from other employees. Contact Human Resources to request Catastrophic Leave.

## **Disability Insurances**

### **State Disability Insurance (SDI) /**

### **Paid Family Leave (PFL)**

**SDI** provides up to 60% of wage replacement up to a maximum of 52 weeks when absent from duty for an employee's own medical condition. There is a 7-calendar day waiting period.

Apply on-line at [www.edd.ca.gov](http://www.edd.ca.gov). If you have additional questions, contact EDD at (800) 480-3287.

**PFL** provides up to 60% of wage replacement for up to 8 weeks to bond with a new child entering their life by birth, adoption or foster placement; or to care for a parent, spouse, child, parent-in-law, grandparent, grandchild, sibling or State registered domestic partner with a serious health condition. There is no longer a waiting period.

Apply on-line at [www.edd.ca.gov](http://www.edd.ca.gov). If you have additional questions, contact EDD at (877) 238-4373.

## **Other Leave Laws & Policies**

### **Bereavement Leave**

Employees may receive up to 5 days of bereavement pay for a family member per qualifying event. Refer to the applicable labor agreement for qualifying family members.

## **CA Kin Care**

California's Kin Care allows employees to use 50% of their available accrued sick leave per calendar year to care for an ill or injured family member. Family member is defined as: parent, spouse, State registered domestic partner, child, stepchild, sibling, grandparent or grandchild.

## **California's Family School Partnership Act**

Family School Partnership Act allows parents, grandparents or guardians who have custody of a child enrolled in California public or private school, kindergarten through grade 12, or a licensed child day care facility, to take up to 40 hours of leave per calendar year (maximum of 8 hours per month) to participate in their children's school or childcare activities. The law allows employees to use their available leave accruals with the exception of sick leave. Employees must provide reasonable notice.

## **Other Leaves of Absence**

Leaves that are not medical, pregnancy, family care, or parental leave must be submitted to the employee's supervisor and Department Head and state specifically the reason for the leave, the date requested to begin, and duration and return date for approval. The Department Head will forward to the Executive Director for approval.

### **Contact Us**

#### **Human Resources**

925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815  
[Personnel@seta.net](mailto:Personnel@seta.net)

**Deanna Dykes** - (916) 263-3906  
[deanna.dykes@seta.net](mailto:deanna.dykes@seta.net)

<https://www.seta.net/staff-resources/human-resources-payroll/>



## ***Leave of Absences & Other Leave Laws***



**Leave Administrator**  
**(916) 263-3906**

## **Leaves of Absences**

SETA provides the following types of leave of absences and typically allows the following durations:

- Family Care (3 months)
- Medical (3 months)
- Military (12-26 weeks)
- Parental (4 weeks)
- Pregnancy Disability (up to 17 1/3 weeks)

### **Request a Leave of Absence**

Employees must complete a Leave of Absence Request form and provide 30 days advance notice of the need to take a leave to Human Resources, if foreseeable. When 30 days is not feasible, the employee must provide notice as soon as practical. Leaves may be continuous or intermittent.

### **Required Documentation**

**Family Care:** medical certification from the family member's health care provider with the patient's name indicating there is a serious health condition requiring the employee to care for the family member, employee's name and relationship to the patient, date the condition began, probable duration, and the frequency leave is medically necessary.

**Medical:** medical certification from employee's health care provider with the patient's name indicating there is a serious health condition, date the condition began, probable duration, and the frequency leave is medically necessary.

**Military:** copy of military orders.

**Parental:** hospital issued birth certificate, adoption or foster care documentation.

**Pregnancy Disability:** medical certification from a health care provider with the patient's name indicating the employee is disabled due to their pregnancy, date the condition began, probable duration, and if necessary, the frequency leave is medically necessary.

## **Leave of Absence Extension**

Employees must notify Human Resources of the need to extend the leave prior to the leave expiring. For all medical, pregnancy disability, and family care leaves, a new medical certificate must be provided.

## **FMLA/CFRA**

Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) are federal and state laws that require an employer to provide eligible employees up to 12 workweeks of unpaid, job and benefit protection in a designated 12-month rolling backwards period. To be eligible, an employee must be employed by SETA for a minimum of 12 months and worked at least 1,250 hours during the 12-month period before the leave, and have a qualifying event.

### **Qualifying Event**

A serious health condition which makes an employee unable to perform the functions of his/her position.

To care for a child, parent, spouse, or State registered domestic partner (CFRA only) who has a serious health condition.

To bond with a newborn baby or with an adopted or foster child within the first year of placement.

Qualifying Exigency: allows eligible employees to take up to 12 weeks of leave to take care of situations arising from deployment, service, injury, or reintegration for qualified family members in the Regular Armed Forces, National Guard, or Reserves.

Military Caregiver: allows qualified employees up to 26 weeks of leave to care for a family member (spouse, son, daughter, parent, or next of kin) who is a covered service member or veteran with a serious injury or health condition incurred or aggravated in the line of duty.

## **Serious Health Condition**

A serious health condition (SHC) includes an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

## **Pregnancy Disability Leave**

Pregnancy Disability Leave (PDL) is a state law that provides up to 17 1/3 weeks of unpaid, job and benefit protected leave to pregnant employees who are incapacitated due to a pregnancy related condition. Employees are eligible their first day of employment. FMLA and PDL run concurrently.

## **Health Benefits**

Employees on an approved FMLA, CFRA, or PDL leave of absence are entitled to their normal health contributions. Employees are responsible for any normal out-of-pocket costs.

Employees on a leave of absence not protected by FMLA, CFRA or PDL are responsible for any normal out-of-pocket costs, and may be responsible for the SETA contribution.

## **Pay During a Leave of Absence**

Accrued Leave Balances (sick, vacation, CTO, etc.)

Disability Insurance (SDI)

Paid Family Leave (California PFL)

Parental Pay - employees who have worked 2,080 hours may receive up to 160 hours to bond with their new child.

## **Job Protection**

Upon return from FMLA/CFRA/PDL, an employee must be restored to his or her original job or to an equivalent job with equivalent pay, and other terms and conditions of employment.