

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
Sacramento, CA 94250-5878

DATE: April 23, 2015

PERSONNEL LETTER #15-008  
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Crowe, Chief  
Personnel/Payroll Services Division

RE: **PREGNANCY DISABILITY LEAVE PROCESSING INSTRUCTIONS**

The Department of Human Resources (CalHR) released PML 2014-019 to summarize Pregnancy Disability Leave (PDL) and clarify the state's benefit continuation policy under this type of leave.

Female employees are entitled to up to four months (17.33 weeks) of unpaid PDL if disabled by a pregnancy-related condition. Employees may elect to have their medical benefits continued by the state while on PDL.

Please refer to the PML for more information on employees' leave entitlement and benefit coverage during PDL.

#### EMPLOYMENT HISTORY DOCUMENTATION/PROCESSING INSTRUCTIONS

The following Reason for Separation codes (PAM Item 603) will be modified to include verbiage for PDL:

- 34 - Federal Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), or Pregnancy Disability Leave (PDL)
- 35 - State Disability Insurance Leave – employee eligible for FMLA, CFRA, or PDL benefits
- 36 - State Disability Insurance Leave – employee NOT eligible for FMLA, CFRA, or PDL benefits

Departments should key an S50 transaction, with the appropriate Reason for Separation code, when an employee is on PDL.

PAM Item 603, page 2.77, will be updated effective 05/01/15 to reflect these changes.

#### PAYROLL PROCESSING INSTRUCTIONS

If an employee elects to have benefits continued while on PDL, departments must submit a form STD. 674 to the Benefits Unit. Departments need to indicate the Reason for Separation code, leave type, and effective date of the leave in the remarks section of the form. Please refer to PPM Sections H 825-827 for more information on how to complete form STD. 674.

PPM Sections H 825-827 will be updated effective 05/01/15 to reflect these changes.

Please direct questions on Pregnancy Disability Leave as follows:

SUBJECT AREA	CONTACT	TELEPHONE NUMBER
Program Administration (e.g., rules, regulations, benefits/pay impacts)	Personnel Services Branch CalHR	(916) 323-3343
General Payroll Procedures Disability Payroll Procedures Employment History Procedures	Customer Contact Center SCO	(916) 372-7200

LC:RC:PMAB