

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

DATE: July 2, 2019

LEAVE ACCOUNTING LETTER #19-005

TO: All Agencies in the California Leave Accounting System (CLAS)

FROM: Marissa Revelino, Chief  
Personnel and Payroll Services Division**RE: NON-INDUSTRIAL DISABILITY INSURANCE – FAMILY CARE LEAVE**

Per the Department of Human Resources (CalHR) Policy 1411, as of July 1, 2019, a new benefit is available to excluded employees who are enrolled in the Annual Leave Program. Non-Industrial Disability Insurance Family Care Leave (NDI-FCL) may be used for up to six weeks (or 42 days) within a 12-month period. A new leave benefit is available on CLAS to assist departments with tracking employee usage of the benefit. The NDI-FCL benefit is a usage only benefit, which keeps a cumulative total of days used each month, and will be available for update on CLAS as of July 17, 2019.

Departments may begin tracking the days used by simply keying a Use (01) transaction code for each month the employee uses the benefit. Additional characteristics of the benefit are shown below:

Leave Benefit Name:	NDI-Family Care Leave
Abbreviated Name:	NDI-FCL
Leave Benefit	ID: FL
Benefit Type:	Usage Only Benefit
Rate of Measure:	Days
Valid Transactions:	Use – 01
Credit Adjust –	14
Debit Adjust –	15
Begin Total	27

Since the benefit may be tracked for any 12-month period, it will not be automatically reset by the State Controller's Office. Instead, departments will need to monitor the employee's usage, and once an employee has exhausted their eligibility by using 42 days or exceeding the 12-month period, departments will reset the FL benefit by posting a Begin Total (27) transaction code with an amount of zero to the month following the last month of days used by the employee, or to the 13th month since the beginning of the employee's participation in the program.

**OPEN ENROLLMENT**

Pursuant to the Department of Human Resources (CalHR) Policy 2102 (Annual Leave), "CalHR is offering a one-time open enrollment period for those employees who recently elected the Vacation/Sick Leave Program or switched to the Vacation/Sick leave program and have not met the 24 month requirement." Departmental personnel offices must receive all enrollments before August 29th, 2019. The effective date of the election will be the first of the pay period in which the election was received.

Please refer to the following calendars for the timeline for keying open enrollment transfers to Annual Leave, based on the timing of your department's monthly accrual process:

- [July 2nd](#)
- [July 11th](#)
- [FTP file-generated](#)

If you have any questions regarding this letter, please contact the Leave Accounting Liaison at (916) 327-0756. For more information regarding NDI-FCL policy, please refer to the CalHR Human Resources Manual, policy 1411, or department designees may contact the Personnel Services Branch at (916) 323-3343. Regarding eligibility, contact the Employment Development Department Non-Industrial Disability Insurance office at (866) 758-9768.

MR:SAL:CLAS