

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

DATE: January 6, 2020

PAYROLL LETTER #19-010
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Personnel and Payroll Services Division

RE: REVISED: NON-INDUSTRIAL DISABILITY INSURANCE – FAMILY CARE LEAVE

Per the Department of Human Resources (CalHR) Policy 1411, effective July 1, 2019, employees excluded from collective bargaining and enrolled in the Annual Leave Program are eligible to receive Non-Industrial Disability Insurance Family Care Leave (NDI-FCL) to care for an eligible family member or to bond with a new child.

NDI-FCL is an employer-funded program that provides partial wage replacement for up to six weeks within any 12-month period. To qualify, employees must be unable to perform their regular or customary work due to the need to care for a seriously ill family member or to bond with a new child, including children who are adopted or in a foster care placement.

Eligible employees will be able to provide care for the following family members:

- Child
- Parent
- Parent-in-law
- Grandparent
- Grandchild
- Sibling
- Spouse/Registered Domestic Partner

NOTE: Non-Leave earning exempt employees and employees represented by Collective Bargaining are not eligible for this benefit.

The Employment Development Department (EDD) will determine the eligibility and authorize benefit payments. EDD has created a new form specifically for NDI-FCL, Claim for Non-Industrial Disability Insurance Family Care Leave DE 8501F. Human Resource Offices are required to confirm the employee's eligibility by verifying if the employee is excluded from bargaining and is enrolled in the Annual Leave Program on Part A of the new DE 8501F claim form.

EMPLOYMENT HISTORY DOCUMENTATION

PAR transactions for NDI-FCL that is taken all at one time remains the same as indicated in PAM sections 3.152, 3.230, and 5.30. In addition, departments must identify item 215 with “NDI-FCL” when an employee has been approved for Family Care leave.

PAR transactions for “INTERMITTENT use of NDI- FCL”

- 100% supplementation
 - Key SPC with 957- 22 with the NDI-FCL claim effective date
 - Key item 215 with “NDI FCL INT 100%”
 - Each month, a 674D must be faxed to SCO in order to transfer funds
 - An SPC with 957-23 must be keyed at the end of the NDI-FCL claim or after the NDI-FCL leave is exhausted, whichever comes first
- 50% Benefit and 75% supplementation
 - Key an S49 with the NDI-FCL claim effective date
 - Key item 215 with “NDI FCL INT 50%” or “NDI FCL INT 75%”
 - Each month, a 674D must be faxed to SCO in order to issue regular pay, NDI-FCL pay, and/or supplementation pay
 - A 715 transaction must be keyed each month to qualify the pay period if applicable
 - An A03 (or other appropriate transaction code) is keyed at the end of the NDI-FCL benefit period or after the NDI-FCL leave is exhausted, whichever comes first

For employees transitioning to NDI-FCL directly after NDI or other type of leave without returning to work, follow the process below:

If you have not received EDD approval for the NDI-FCL by master cut off:

- 100% Supplementation- do not submit 674D until EDD approval is received:
 - Key SPC with 957- 22 with the NDI-FCL claim effective date
 - Key item 215 with “NDI FCL INT 100%”
 - Each month, a 674D must be faxed to SCO in order to transfer funds
 - An SPC with 957-23 must be keyed at the end of the NDI-FCL claim or after the NDI-FCL leave is exhausted, whichever comes first
- 50% Benefit and 75 % supplementation
 - Key an S57 to show the pending NDI-FCL claim
 - Complete the 674D partial month for the regular NDI days and fax to SCO- with notes in box 11 stating: partial month NDI approved, EE has not returned to work- waiting for NDI- FCL approval

Once you receive EDD approval:

- Void the S57, then key an S49 effective the first day the NDI-FCL claim is approved by EDD with item 215 “NDI FCL INT 50%” or “NDI FCL INT 75%”
- On the same 674D that was originally faxed to SCO add the NDI-FCL days for the remainder of the month. Write “CORRECTED” on the top of the 674D and fax to SCO to issue the remainder of the pay for that month- with notes in box 11 stating NDI-FCL approval received, please process remaining days.

Revisions to the Payroll Procedures Manual and the Personnel Action Manual are forthcoming.

PAYROLL PROCESSING

All NDI rules, requirements and processes remain the same for NDI-FCL if the six-week benefit is taken all at one time. Departments will need to submit a Form 674D to request NDI-FCL adjustments and/or transfers of funds. Please refer to PPM Section E 114 for completion of the form.

Payroll processing for intermittent use of NDI-FCL is indicated above.

LEAVE ACCOUNTING SYSTEM

The State Controller's Office has added a new leave benefit for NDI-FCL. Departments participating in the California Leave Accounting System (CLAS) should reference Leave Accounting Letter #19-005.

CONTACTS

Questions regarding benefit eligibility should be directed to the EDD Non-Industrial Disability Insurance office at (866) 758-9768.

<u>SUBJECT AREA</u>	<u>CONTACT</u>	<u>TELEPHONE NUMBER/EMAIL</u>
General Payroll Procedures Disability Payroll Procedures Employment History Procedures	Statewide Customer Contact Center	(916) 372-7200
HR Suggestions Email Inbox (All HR Staff)		PPSDHRSuggestions@sco.ca.gov
Escalation Email Inbox (HR Supervisors and Managers)		PPSDOps@sco.ca.gov

JEB:KJA:PBOB