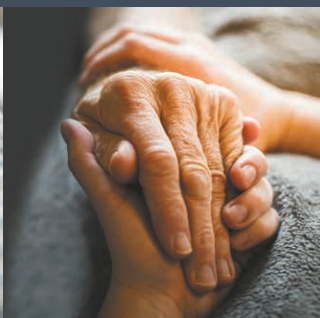




Paid Family Leave

# Be there for the moments that matter.

A helpful guide for employers and community counselors.



# What is Paid Family Leave?

The program gives eligible Californians up to eight weeks of partial pay when they need time away from work to:

- Care for a seriously ill family member, such as a child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner.
- Bond with your new child through birth, adoption, or foster care.
- Take part in certain events due to a family member's military deployment to another country. This can include arranging childcare or handling finances.

This guide helps employees and customers understand and use the PFL program, so they can be there for the moments that matter most.

## Who Pays for PFL?

California workers pay for the program through State Disability Insurance (SDI) deductions taken from their paychecks. This is usually noted as "CASDI" on most paystubs.

PFL is not a government welfare or aid program.



# When Can I Use It?

Three life events qualify for the program – bonding, caregiving, and participating in a qualifying military event.

**Bonding** – A new parent can receive benefits when they take time off work to welcome their new child into the family through birth, adoption, or foster care. You must use bonding benefits within 12 months of the child joining your family.

A parent is anyone, such as a spouse, or registered domestic partner, who will act as a parent to the child.

**Caregiving** – Receive benefits if you're taking time off work to care for a seriously ill:

- Child.
- Parent, parent-in-law.
- Grandparent, or grandchild.
- Sibling.
- Spouse, or registered domestic partner.

Seriously ill means the person requires:

- At-home care or in a hospital, hospice, or residential medical care facility.
- Continuing treatment by a licensed physician or practitioner.

**Military Assist** – Receive benefits if you're taking time off work for qualified events related to a family member's military deployment to another country. The family member can be your:

- Spouse, or registered domestic partner.
- Parent.
- Child.

The event can happen anywhere—not just in California. A qualifying event includes:

- Arranging for childcare or elder care.
- Making legal or financial plans.
- Going to counseling.
- Helping during rest and recovery leave.
- Going to military sponsored events or ceremonies.
- Representing your family member at government events.
- Taking care of important matters after the loss of your loved one.

## How does PFL Work?

California employees are eligible for partial-wage-replacement benefits that can be taken all at once or split over a 12-month period.

- **Example 1 – Taking all time at once:** A parent takes all eight weeks after their baby is born to bond with their child.
- **Example 2 – Splitting time over 12 months:** After adopting a child, a parent takes two weeks at first, then uses the remaining six weeks—as needed—within the 12 months after the adoption.

## Get Full Pay

The program pays 70 to 90 percent of your salary. Employers may allow you to use vacation, sick, paid time off, or other leave to make up the rest and receive full pay. To figure out how much you can get, use the [Disability Insurance and PFL Calculator](https://edd.ca.gov/PFL_Calculator) ([edd.ca.gov/PFL\\_Calculator](https://edd.ca.gov/PFL_Calculator)).

## Job Protection and Leave Laws

PFL only provides paid benefits, it does not guarantee job protection. However, you may qualify for job protection and other benefits through state or federal laws. Speak with a human resource representative to learn what protections may apply to you.

**Family and Medical Leave Act (FMLA)** – A federal law that gives eligible workers 12 weeks of unpaid, job-protected leave in a 12-month period. This leave can be used to:

- Bond with a new child.
- Care for an ill family member.
- Participate in a qualifying military event.

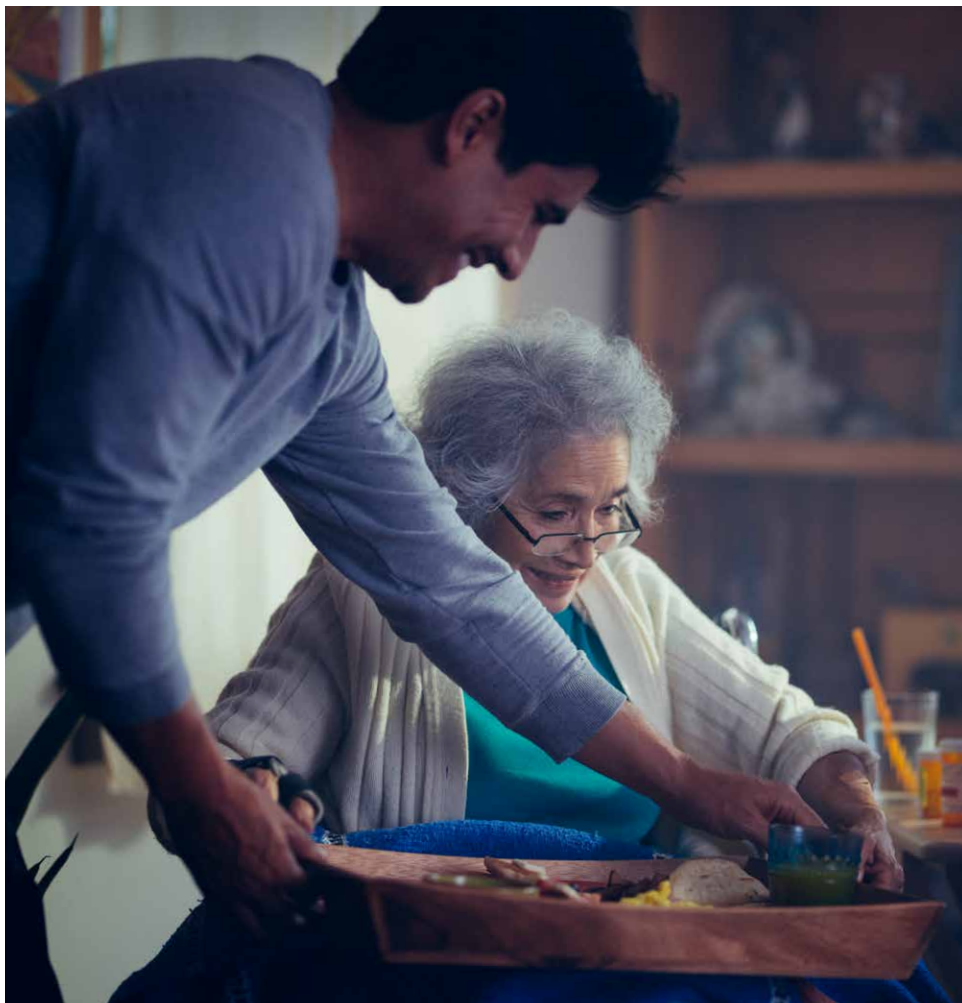
Learn more at [Department of Labor](https://dol.gov/agencies/whd/fmla) ([dol.gov/agencies/whd/fmla](https://dol.gov/agencies/whd/fmla)).

**California Family Rights Act (CFRA)** – A state law that gives eligible workers up to 12 weeks of unpaid, job-protected leave in a 12-month period to bond with a new child or to care for a seriously ill family member. FMLA and CFRA have important differences. To learn more, visit [FMLA and CFRA FAQs](https://edd.ca.gov/en/disability/faqs-fmla-cfra) (<https://edd.ca.gov/en/disability/faqs-fmla-cfra>).

**New Parent Leave Act (NPLA)** – Provides eligible workers 12 weeks of unpaid, job-protected leave to bond with a new child within one year of the child's birth, adoption, or foster care placement. The law covers individuals who work for small employers with 20 or more employees.

**Fair Employment and Housing Act (FEHA)** – This law does not provide job protection during PFL, but it does provide job protection to individuals while they are using Disability Insurance (DI) for pregnancy disability, childbirth, or a related medical condition. The law prohibits employer discrimination due to disability or pregnancy.

To learn more, visit the [California Civil Rights Department](https://calcivilrights.ca.gov) ([calcivilrights.ca.gov](https://calcivilrights.ca.gov)).



## Using Disability and Paid Family Leave Together

### Caregiving

Your family member receiving disability benefits for a non-work-related injury needs care while they recover. You may qualify for PFL benefits to take time off work and provide care.

### Bonding With Your Child

A mother receiving disability benefits for pregnancy or childbirth may move from her disability claim to a PFL bonding claim. We will automatically send a Claim for Paid Family Leave (PFL) Benefits - New Mother (DE 2501FP) form when her pregnancy-related disability claim ends.

# How to Apply

Apply online or by mail using a paper claim form. Submit your claim within 41 days after family leave begins, but not before the first day of leave.

## What You Need to File a Claim?

- Name of the employer.
- The first day of family leave.
- Wages paid (if any), and last day of work.
- Documents that support your claim.

### Bonding claims

Provide proof of relationship with your child, such as:

- Birth certificate.
- Adoptive placement agreement.
- Foster care placement record.

### Caregiving claims

- Medical certification from a licensed physician/practitioner showing the person needs care.
- Information about the person who will be cared for and their signature.

### Military Assist claims

- Military assist certification.
- Supporting military documents.

Documents that support the qualifying event, such as:

- Covered active-duty orders.
- Letter of impending call or order to covered duty.
- Military leave approval for rest and recuperation.

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## Where Can Employees Apply for Benefits?

1. Visit SDI Online ([edd.ca.gov/SDI\\_Online](http://edd.ca.gov/SDI_Online)).
2. Register for a new SDI Online account or sign in to an existing account.
3. Select **New Claim**.

## To Apply for Benefits by Mail:

1. Complete a *Claim for Paid Family Leave (PFL) Benefits* (DE 2501F) form (available in English and Spanish). To order a paper English claim or to download the Spanish form (DE 2501F/S), visit [EDD Forms and Publications](http://edd.ca.gov/forms) ([edd.ca.gov/forms](http://edd.ca.gov/forms)).
2. Mail the completed form with all required documentation to EDD.



## What Happens Next?

- Completed claim, including all additional documents, usually take about two weeks to process.
- We will send you a Notice of Computation (DE 429DF) to confirm we got your claim and show your estimated benefit amount.
- You will know your claim is approved once you get an Electronic Benefit Payment (EBP) Notification (DE 2500E).
- You select your payment option when you submit the claim.
- If we need more information, we will contact you.





## Contact Us

Our toll-free number is 1-877-238-4373. Representatives are available Monday through Friday from 8 a.m. to 5 p.m., except on holidays. After a brief message, you must select a language.

- Press 1 for English.
  - Press 2 for Spanish.
  - Press 3 for All Other Languages.
- Interpreter services are available free of charge.

## TTY Phone Number

Our toll-free number is 1-880-445-1312.

[edd.ca.gov/Disability](http://edd.ca.gov/Disability)

[edd.ca.gov/PaidFamilyLeave](http://edd.ca.gov/PaidFamilyLeave)



EDD is an equal opportunity department for this information. If you need help or services because of a disability, call us before the event at 1-866-490-8879. If you use a TTY, call the California Relay Service at 711.