

## **Catastrophic Leave Plan**

Qualified employees who are incapacitated and unable to work due to a prolonged non-industrial illness or injury may request leave donations to extend paid leave. Contact your department's PAR Contact for further details.

## **Disability Insurances**

### **State Disability Insurance (SDI) / Paid Family Leave (PFL)**

Refer to your labor agreement to determine if you are eligible.

**SDI** provides up to 90% of wage replacement up to a maximum of 52 weeks when absent from duty for an employees' own medical condition. There is typically a 7-day waiting period.

Apply online 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 90% of wage replacement for up to 8 weeks to bond with a newborn baby, newly adopted or foster child, or to care for a qualifying family member with a serious health condition.

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

### **The Standard Insurance (Short Term Disability)**

The Standard offers a private, voluntary disability insurance plan to all regular, full-time, benefit qualified employees. Enrollees may receive up to 66 2/3% of wage replacement when absent from duty for their own medical condition. Typically, there is a 14-day waiting period.

For additional information, contact the Benefits Services Division at (916) 808-5665.

## **Other Leave Laws & Policies**

### **Bereavement Leave**

Employees may receive up to 24 hours of bereavement pay for a family member per qualifying event. Refer to the applicable labor agreement for qualifying family members.

### **Family Sick Care & Special Leave**

California's Kin Care and the City's Special Leave combined allows employees to use 80 hours 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, parent-in-laws, 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.

### **Contact Us**

**Department of Human Resources**  
915 I Street, Historic City Hall, 1st Floor  
Sacramento, CA 95814



## ***Leave Administration Information***

(revised May 2025)

**ADA & Leave Administration  
Office  
(916) 808-8976**

## Leaves of Absences

The City of Sacramento provides the following types of leave of absences and may allow the following maximum durations of leave:

- Family Care (up to 4 months)
- Medical (up to 6 months)
- Military
- Parental (up to 6 months)
- Pregnancy Disability (up to 17 1/3 weeks)
- Pregnancy Disability/Parental (up to 7 months)
- Personal (up to 3 months)

### How to 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 their supervisor, if fore-seeable.

When 30 days is not feasible, the employee must provide notice as soon as practical.

### 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: a medical certification from a 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: a 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.

## 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 protected leave in a designated 12-month rolling backwards period. To be eligible, an employee must be employed by the City 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 their position.

To care for a qualifying family member 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 includes an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

### Leave of Absence Extension

Employees must notify their supervisor 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.

## 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 and welfare City contribution. 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 also be responsible for a portion of the City contribution\*. If an employee is in an unpaid status and not on a benefit-protected leave the City will terminate the employee's benefits and a COBRA notice will be sent allowing employee to elect continuation of coverage. Upon the employee's return to work, the employee will be able to reinstate their benefits through the City.

Approved Leaves of Absences are considered a life event. Typically, employees may elect to waive their benefit enrollment within 30 days of the life event. Contact Benefits & Retirement Division at (916) 808-5665.

## Pay During a Leave of Absence

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

Disability Insurance (SDI, PFL, & The Standard)

Parental Pay\* - eligible employees may receive up to 160 hours to bond with their new child.

Pregnancy Disability Pay\* - eligible employees may receive up to 160 hours while incapacitated due to pregnancy related condition.

*\*Refer to applicable labor agreement.*