



<b>EMPLOYEE MANUAL</b>	
Title: <b>DISABILITY LEAVE (NON-WORK RELATED)</b>	
Policy No.: 21.0	Section Nos.: 21.0 – 21.2
Approval Date: June 2020	Effective Date: June 2020
Approved By: Board of Directors	

**21.0 DISABILITY LEAVE (NON-WORK RELATED)**

All employees are covered for short-term disability under State Disability Insurance (“SDI”). Long-term disability insurance is also provided for full-time employees.

**21.1 Short-Term Disability Program**

The Agency offers a short-term disability program through the State Disability Insurance Fund for all full- and part-time employees immediately upon hire with the premiums currently being paid by the Agency. Any available sick leave accruals will be coordinated with SDI to offset the difference between disability benefits and an employee's regular pay. In cases where there is not sufficient sick leave to make up the difference, an employee must use vacation and personal leave to supplement the difference.

Employee Filing Requirements: It is the employee's obligation to file for disability insurance benefits as soon as possible in order to eliminate undue delay in the receipt of their disability pay. For filing a State disability refer to EDD’s website at [www.edd.ca.gov](http://www.edd.ca.gov)

Verification of Disability: Employees are required to provide their immediate supervisor with a certification of disability from a licensed physician within five working days of the commencement of a period of claimed disability leave. The employee shall provide a renewed certification at intervals not exceeding 30 calendar days.

**21.2 Long-Term Disability Program**

All full-time employees are eligible for long-term disability upon hire with the premiums paid by the Agency. Employee must first satisfy a 180-day waiting period before long-term benefits would be paid.