

**Department of Personnel Administration  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> SDI Program	<b>REFERENCE NUMBER:</b> 2006-012
<b>DATE ISSUED:</b> 03-23-06	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

**Personnel Officers  
Labor Relations Officers  
Personnel Transactions Supervisors**

**FROM:** Department of Personnel Administration  
Classification and Compensation Division

**CONTACT: Personnel Services Branch**  
(916) 323-3343  
Fax: (916) 327-1886  
Email: [www.psb@dpa.ca.gov](mailto:www.psb@dpa.ca.gov)

Employees in SEIU-represented Bargaining Units 1, 3, 4, 11, 14, 15, 17, 20, and 21, who receive SDI benefits, must obtain an approved leave from their appointing power. In requesting a leave, employees have the responsibility to make elections to use leave credits and continue their benefits. Refer to [PML 2005-015](#) and [PML 2005-020](#) for answers on previous SDI questions.

**Responsibilities**

**DPA** provides policy interpretation on the negotiated SDI Program, as it relates to unpaid absences, paid absences, and the maintenance of insurance benefits.

**SCO** provides documentation instructions to place the employee on SDI leave and maintains the employee's employment history.

**EDD** provides employer notification that an SDI claim has been filed, approves/disapproves SDI claims, and issues SDI payments.

**The Appointing Power** assists the employee in obtaining an approved leave of absence, informs the employee of his or her rights under FMLA, maintains communication with EDD, and documents the leave to SCO.

## **Attachments**

- Coordination of SDI and Other Leave Programs Administrative Guidelines ([Attachment I](#))
- Chart for the Coordination of State Disability Insurance (SDI) and a Leave of Absence ([Attachment II](#))
- Sample Information Letter to Employee Regarding SDI Benefits ([Attachment III](#))
- Sample Employee's Options Check List ([Attachment IV](#))

## **Human Resource Staff Contact Information**

DPA  
Personnel Service Branch  
(916) 323-3343 or [psb@dpa.ca.gov](mailto:psb@dpa.ca.gov)

EDD SDI Unit; DI for State Employees  
(866) 352-7675 or [www.edd.ca.gov/direp/diind.htm](http://www.edd.ca.gov/direp/diind.htm).

EDD SDI Unit, PFL for State Employees  
(877) 238-4374 or [www.edd.ca.gov/direp/diind.htm](http://www.edd.ca.gov/direp/diind.htm).

SCO  
Disability Liaison Unit (916) 322-3619  
Personnel Liaison Unit (916) 322-6500  
Benefits Liaison Unit (916) 323-4718

/s/Daryll Tsujihara

Daryll Tsujihara, Chief  
Classification and Compensation Division

Attachments