

I. PURPOSE

To provide State Disability payments to employees who are unable to work due to disability.

II. POLICY

Employees covered by the State Disability Program shall be entitled to apply for short-term disability benefits for up to 52 weeks (excluding a 7-day waiting period) when he/she is unable to perform regular and customary duties. Eligibility for benefits shall be determined by the laws and regulations of the State of California Employment Development Department. Such disability may be due to illness or injury - either physical or mental - or elective surgery, pregnancy, childbirth or related medical condition and must be supported by a physician's certification.

III. PROCEDURE

The employee must complete a "Claim Statement of Employee", available from any Employment Development Department office by telephone, letter or in person. He/she must attach a "Doctor's Certificate" and submit the claim to the Employment Development Department, State Disability Insurance section, within the required period, currently forty-nine (49) days from the first day he/she is disabled. Upon meeting all eligibility requirements of EDD, the employee receives payment directly from EDD (no benefits are payable during the 7-day waiting period). State Disability payments may be integrated with paid leave balances. However, if integration takes place total income may not exceed 100% of regular bi-weekly salary. The employee must consult Payroll to make the necessary arrangements for integration.

State Disability Insurance, Continued

IV. BENEFITS

The plan provides benefits based upon the employee's highest quarterly earnings during a 12 - month base period (determined by the month in which the claim begins) to a maximum weekly benefit as specified by law, currently \$336/week.
