

## Diocese Of Sacramento — Human Resources Services

### UNPAID FAMILY LEAVE POLICY FOR EMPLOYEES NOT ELIGIBLE FOR MEDICAL/FAMILY LEAVE

An employee who is not eligible for diocesan Medical/Family Leave but who requires time off because of a serious health condition or to care for a child, spouse, or parent, or to bond with a new child, may be eligible to receive up to 6 weeks unpaid leave. Approval of leave requests under this provision will be at the sole discretion of the pastor/principal/supervisor.

If this leave is granted, the employee will be provided information concerning options for wage-replacement benefits through the State Disability Insurance (SDI) or the California Paid Family Leave (PFL) program, which are administered by the Employment Development Department (EDD). These benefits are financed solely through employee contributions to the SDI/PFL program. These programs are solely responsible for determining if an employee is eligible for such benefits.

If you need to take time off work because of a **serious health condition**, but aren't eligible for Medical/Family Leave, as set forth in the Employee Handbook, please advise your pastor/principal/supervisor by providing a PT400 Request for Leave form and you will be given information about State Disability Insurance benefits. A medical certification will be required from your health care provider. Employees may also contact their local Employment Development Department (EDD) for further information. The Parish/School/Diocese will apply any unused accrued sick pay for the 7-day waiting period for State Disability. After the initial 7-day waiting period any unused accrued sick pay will be integrated with the State Disability benefit.

If you need to take time off work **to care for a child, spouse or parent with a serious health condition or to bond with a new child**, but aren't eligible for Medical/Family Leave, as set forth in the Employee Handbook, please advise your pastor/principal/supervisor by providing a PT400 Request for Leave form and you will be given information about the Paid Family Leave program and how to apply for benefits. Employees may also contact their local Employment Development Department Office for further information. The parish will first apply any unused accrued vacation to the 7-day waiting period for California Paid Family Leave. If there is insufficient unused accrued vacation, available sick pay will be applied toward the balance of the waiting period. This means that the employee could receive up to 7 weeks off (one week as a result of accrued vacation/sick pay and then the additional 6 weeks of unpaid family leave. Vacation and sick leave will not be integrated with Paid Family Leave.

If the unpaid family leave from the Parish/School/Diocese is approved by the employee's pastor/principal/supervisor, the employee will be responsible for payment of any current payroll deductions for benefits.