

KNOW *your* RIGHTS

2015

LEAVE POLICIES AND PROGRAMS

Many situations arise during the course of your employment with the state that may require you to take time off.

FAMILY SITUATIONS

In addition to FMLA and CFRA rights, State employees have many other leaves available to them to address changing family dynamics:

- » **Pregnancy Leave** – Unpaid leave for a period up to four months as medically needed.
- » **Adoption Leave** – Unpaid leave of absence up to one year.
- » **Parental Leave** – Unpaid leave up to one year for pregnancy, childbirth, or to care for a newborn child
- » **Bereavement Leave** – Three days of paid leave (per occurrence) for a household member or family member. Additional time may be granted for out of state travel.
- » **Family Activity Leave** – You may use available leave credits to participate in family and/or school activities.
- » **Family Crisis Leave** – You may use available leave credits, including sick leave, to address family crisis such as divorce, family counseling, or other interventions.
- » **Family School Leave** – You may use up to 40 hours of leave credits per year to attend your child's school activities.
- » **Domestic Violence Leave** – You may take time off to seek medical attention, obtain psychological counseling and other related services, or participate in safety planning.

INJURY/ILLNESS

- » **Industrial Disability Leave** – If you are injured while working, CalPERS members are entitled to paid leave.
- » **Enhanced Industrial Disability Leave Insurance** – If you are unable to work for more than 22 days as the result of a work related injury, you may

be eligible for additional pay to maintain, as closely as possible, your monthly income.

- » **Non-Industrial Disability Insurance (NDI)** – If you become injured or seriously ill for a period of more than seven days, you may apply for NDI through Employment Development Department (EDD).
- » **FMLA/CFRA** – These leaves are available for employees to care for themselves, as well as family members.
- » **Sick Leave** – You may use your accrued sick leave if you are ill or injured, as well as to care for an ill family member.
- » **Catastrophic Leave** – If you run out of leave credits before you are able to return to work, you may submit a request for a Catastrophic Leave Bank. Other employees are able to donate portions of their leave balances to this bank on your behalf.

MILITARY

- » **Short term military leave** may be up to 180 days. A leave longer than 180 days (six months) is considered long term leave. You are allowed 30 days of paid time off for either short term or long term leave.
- » **Veteran's Educational Leave** allows eligible employees to apply for an educational leave of absence without pay.

NOTES TO REMEMBER

- » When requesting leave, always keep a copy of your requests and any responses.
- » If your leave is denied, you may have other options available to you. Contact your ACSS LRR for assistance.

**IF YOU EVER HAVE A CAREER ISSUE,
CALL US FIRST @ (800) 624-2137**



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