

# KNOW *your* RIGHTS

## 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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