



BENEFIT OPTIONS FOR EMPLOYEES WHO MAY HAVE BEEN EXPOSED TO COVID-19 JANUARY 2021

Family and Medical Leave Act (FMLA): Employees who have not previously exhausted their 12-week FMLA entitlement may qualify for FMLA and should apply for FMLA by completing [CDCR 3051](#) and submitting to their RTWC/FMLA Coordinator.

Please note: FMLA and E-FMLA share the same 12-week entitlement.

Non-Industrial Insurance (NDI)/State Disability Insurance (SDI) Leave: Employees may be eligible for NDI/SDI, depending on their bargaining unit. The Employment Development Department (EDD) administers the NDI/SDI programs.

- Institution/Facility employees who are subject to NDI should contact their institution Personnel Specialist; CDCR headquarters' employees should contact the Disability Management Unit via email at CDCRHRDMU@cdcr.ca.gov for the First Claim for Non-Industrial Disability Insurance form DE8501. CCHCS headquarters' employees should contact the CCHCS Transactions & Benefit Services via email at CCHCSFMLARequests@cdcr.ca.gov.
- Employees who are subject to SDI may complete the application online at EDD's [website](#). CDCR headquarters' employees should contact the Disability Management Unit via email at CDCRHRDMU@cdcr.ca.gov to notify them of the pending SDI claim as EDD does not notify the Department of approved claims. CCHCS headquarters' employees should notify the CCHCS Transactions & Benefit Services via email at CCHCSFMLARequests@cdcr.ca.gov of the pending SDI claim.

COVID-19 Administrative Time-Off (ATO): Contact the local personnel office/DMU for more information regarding potential eligibility.

Use of Personal Leave Credits: Employees who have exhausted EPSLA/ATO may use all available leave credits if subject to a quarantine or isolation order and experiencing symptoms.

Catastrophic Time Bank (CTB) Request: Employees may request a CTB by submitting a CDC 868 request to the hiring authority for approval.

Workers' Compensation (WC) Benefits: Employees may complete and submit the attached WC Claim Form [DWC-1/e3301](#) form to the local Return to Work Coordinator/WC analyst.

In accordance with Labor Code Section 6409.6.5(f), employers shall not retaliate against a worker for disclosing a positive COVID-19 test or diagnosis or order to quarantine or isolate. If you believe you have been retaliated against in violation of this section, you may file a complaint with the Department of Industrial Relations' Division of Labor Standards Enforcement pursuant to Labor Code Section 98.6.

If you have any questions regarding your leave and benefit entitlements, please contact your Personnel Specialist.