







## Types of Leaves

- ▶ Federal Leaves
- ▶ State of California Leaves
- ▶ Contractual Leaves defined in MOU

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## Federal Leaves

- ▶ FMLA (Family Medical Leave Act)
- ▶ 12 weeks of unpaid leave for an employee who has worked 1,250 hours in the past 12 months AND
- ▶ Is undergoing treatment for a “serious health condition” OR
- ▶ Is caring for a parent, spouse or child with a “serious health condition” OR
- ▶ Is adopting, having a baby or having a foster child placed in the home.

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## Military Leaves

- ▶ Leave to Care for Wounded Service Member
  - ▷ 26 weeks of leave to care for spouse, children, parents or **next of kin**
  - ▷ Eligible service member must have a serious illness or injuries incurred during active duty
  - ▷ Leave only available during one 12 month period and is combined with all other FMLA leaves in that period
  - ▷ Time is unpaid unless employer requires employee to use any accrued paid time off

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## Military Leaves

- ▶ Leave Related to Active Duty or Call to Duty
  - ▷ Eligible employee may take up to 12 weeks in a 12 month period to deal with “any qualifying exigency” that arises from a spouse’s, child’s or parent’s active duty
  - ▷ A qualifying exigency includes an order or call to duty
  - ▷ The leave is not confined to a single 12-month period

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## Military Leaves

- ▶ Leave Related to Active Duty or Call to Duty cont.
  - ▷ The 12 month period and is reduced by other FMLA leaves in that period
  - ▷ Time is unpaid unless employer requires employee to use any accrued paid time off

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## State of California Leaves

- ▶ California Family Rights Act (CFRA)
- ▶ 12 weeks of unpaid leave for an employee who has worked 1,250 hours in the past 12 months AND
- ▶ Is undergoing treatment for a “serious health condition” OR
- ▶ Is caring for a parent, spouse or child with a “serious health condition” OR
- ▶ Is adopting, having a baby or having a foster child placed in the home OR
- ▶ For the purposes of “bonding”

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## State of California Leaves

- ▶ Pregnancy Disability Leave (PDL)
- ▶ 16 weeks of leave for a female employee who is disabled due to pregnancy, childbirth or a related medical condition

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## State of California Leaves

- ▶ California Family Sick Leave (Labor Code §233)
- ▶ Employee may use six months of accrued sick leave to care for a parent, child, spouse or domestic partner
- ▶ California Domestic Partners (Family Code §297.5)
- ▶ Applies CFRA and California Family Sick Leave to registered domestic partners

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## Contractual Leaves

- ▶ Sick Leave and Annual Leave (Article IV and VI MOU)
- ▶ Use of employee's accrued leave balances for:
  - ▶ Employee's illness, injury or disability due to pregnancy or childbirth, OR
  - ▶ Attending medical or dental office appointments, OR
  - ▶ Exposure to a contagious disease, OR
  - ▶ Attending to the serious illness of an immediate family member

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## Contractual Leaves

- ▶ Official Leave for Non-Occupational Disability (Article IV MOU)
- ▶ An employee may request a six (6) month leave of absence for a non-work related disability if the employee has worked 6,240 hours

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## Contractual Leaves

- ▶ Parenthood Leave (Article IV – MOU)
- ▶ An employee may request a leave for up to six (6) months in connection with the birth, placement or legal adoption of a child
- ▶ An employee requesting the leave must apply 100% of their accrued comp/vacation time towards payment of the absence

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## Contractual Leaves

- ▶ Family Leave (Article IV)
- ▶ 12 weeks of unpaid leave for an employee who has worked 1,250 hours in the past 12 months AND
- ▶ Is undergoing treatment for a “serious health condition” OR
- ▶ Is caring for a parent, spouse or child with a “serious health condition” OR
- ▶ Is adopting, having a baby or having a foster child placed in the home.

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## Leave of Absence Process

- ▶ You must formally request a leave of absence through your HR Representative or Supervisor.
- ▶ HR agency must input your effective date/leave type into the County payroll system.
- ▶ Once entered, the date and type of leave will be sent to the County of Orange Benefits Center.
- ▶ The Benefits Center then creates and sends you a personalized leave of absence package with their benefit options and costs (if applicable).

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## Leave of Absence Process

- ▶ If you want to continue benefits as listed on your Benefits Summary, then do nothing.
- ▶ If you wish to cancel coverage while on leave (if eligible), follow the instructions in your package.
- ▶ No additional forms are required, unless you are a Manager, Attorney, or Craft & Plant employee.

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## Leave of Absences (LOA) Disability Benefits for Management, Attorney, Craft & Plant

- ▶ Short Term Disability (STD) coverage begins when a disability keeps an employee from working for more than seven calendar days (the waiting period) after exhausting the following time:

County Attorneys

Full-Time Attorneys must use 192 hours, Part-Time Attorneys must use 96 hours of Annual Leave before STD can be applied

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## Leave of Absences (LOA) Disability Benefits for Management, Attorney, Craft & Plant

County Management

Must use 192 Annual Leave before STD can be applied

County Craft & Plant

Must use all Sick time before STD can be applied

(If hospitalized due to an accident, Salary Continuance coverage begins immediately)

County  
Management  
Craft & Plant  
Disability  
Benefits



## Disability Benefits for Management, Attorney, Craft & Plant

If STD applies, you will need to do the following to apply:

- ▶ Go to the Benefits Center Web Site at [www.benefitsweb.com/countyoforange.html](http://www.benefitsweb.com/countyoforange.html) or the County of Orange Employee Benefits Web Site at [www.oc.ca.gov/hr/employeebenefits](http://www.oc.ca.gov/hr/employeebenefits) to obtain the STD package.
- ▶ The package includes a Salary Continuance Claim form and a W-4 form.

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## Applying for Short Term Disability (STD)

- ▶ You will need to complete and return the Salary Continuance Claim and W-4 form to:

County of Orange Employee Benefits  
333 W. Santa Ana, 2<sup>nd</sup> Floor  
Santa Ana, Ca 92701

- ▶ Employer section of STD application, is to be completed by Employee Benefits office.
- ▶ Maximum period an employee can receive STD benefits is 12 months from the end of the waiting period.





## Benefits While out on Leave

- ▶ Unpaid Leave (without STD benefits): This means you are responsible for the full monthly health premium while off of County payroll (both County and Employee portions)
- ▶ Unpaid Family Leave (with or without STD benefits): This means you are responsible for your regular bi-weekly health premiums and supplemental premiums while off County payroll (if applicable).

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## Benefits While out on Leave

- ▶ Unpaid Leave with County STD Benefits: This means you pay your regular bi-weekly health premiums and supplemental benefits premiums (where applicable).
- ▶ All Paid Leave: This means your normal bi-weekly health premiums continue to come out of your bi-weekly payroll checks. Provided you earn enough to cover health premium; otherwise you will be direct billed monthly.

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## Unpaid Leave

- ▶ You will receive monthly invoices for continuation of coverage from Benefits Billing Services effective the 1<sup>st</sup> of the month following the start of your unpaid leave through the end of the month in which you return to work.
- ▶ Billing occurs monthly, there is no pro-rating
- ▶ You will be responsible for the monthly premiums listed on the invoice.

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## Premium Payments while on any Unpaid Leave

- ▶ If you do not pay the initial bill from Benefits Billing Services before the grace period indicated on the invoice, coverage will be cancelled back to the first day off on an Unpaid Leave. Or the first day of the month following non-payment.
- ▶ If coverage is cancelled, you can be offered a “One-Time Reinstatement” of coverage. You will be setup with coverage as if the cancellation never happened, and a new invoice will be mailed to your home address. You will also be responsible for any retro active premiums you may have missed.

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## Premium Payments while on any Unpaid Leave

- ▶ Questions regarding options and coverage contact the Benefits Resource Line at 1-866-325-2345.
- ▶ Any questions regarding the invoice, contact Benefits Billing Services at 1-877-588-0946.

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## Unpaid Family Leave

- ▶ You will be responsible for the normal bi-weekly premium for your dependents, and/or Part-Time premiums.
- ▶ If you do not pay the entire bill from Benefits Billing Services before the grace period indicated on the invoice, coverage will be cancelled back to the first day of their Unpaid Family Leave.
- ▶ Coverage will not be reinstated until the 1st of the month following 30 days that you return from leave.

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## Unpaid Leave on Approved STD

### Management, Attorneys and Craft & Plant:

- ▶ Benefits Billing Services will bill an you monthly for Voluntary AD&D and Voluntary Life Insurances if the you choose to pay for them.
- ▶ If you are still on leave at the end of that three months, coverage is cancelled and you will be offered the ability to convert your Life Insurance by contacting Standard Insurance at 1-800-368-2859.
- ▶ Conversion is not available for the AD&D benefit.

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## Employee Married to Employee (EME) on Leave

▶ Paid Leave:

Status as EME can be maintained during a paid leave.

▶ Unpaid Leave:

- ▷ EME status will be suspended
- ▷ Contact the Benefits Resource Line at 1-866-325-2345, to discuss your options for premium payments while on leave.

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## Employee Married to Employee (EME) on Leave

- ▶ The spouse may be required to make new enrollment elections in order to initiate dependent payroll deductions for the family coverage while on leave.
- ▶ Complete new EME form upon return from leave. Effective the first of the month following the receipt of the completed EME form by the Benefits Center.





## Things to Consider while on Leave

- ▶ Adding Newborns while on leave, must be done within 30 days of the date of birth. Employees must add newborn via the Benefits Center Web Site or calling the Resource Line and speaking to a Benefits Specialist
- ▶ Waiting periods apply if there is a lapse in coverage while on leave.

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## Additional Resources

▶ County of Orange Benefits Center:

1-866-325-2345

[www.benefitsweb.com/countyoforange/html](http://www.benefitsweb.com/countyoforange/html)

▶ Standard Insurance Co:

1-800-368-2859

[www.standard.com](http://www.standard.com)

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## Additional Information Resources

▶ Benefits Billing Services

▷ Invoice & billing questions

▷ 1-877-588-0946

[www.ceridianbenefits.com](http://www.ceridianbenefits.com)

▶ County of Orange Benefits Center

▷ Coverage options & costs

▷ Web Site

[www.benefitsweb.com/countyoforange.html](http://www.benefitsweb.com/countyoforange.html)

▷ Resource Line

1-866-325-2345

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## Leave of Absence Brochures

- ▶ Posted on the Employee Benefits Web Site, on the home page
- ▶ You can also obtain from HR Manager
- ▶ A great resource to provide to you information if you are planning a leave or if you go out unexpectedly

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**Thank you for coming!**