



Leave of Absence: **SALARY PROTECTION**

STEPS YOU NEED TO TAKE

Prior to going on a leave of absence, submit the following to your supervisor:

- A note from a **qualified health care provider** stating the medical necessity for the leave of absence, including the begin date and expected date of release from medical care.
- Next, in  **Request Absence** for a leave type of **Medical - Self**, and upload your healthcare provider note. Then go to your **In Box** to complete and submit the **Leave Questionnaire**.

For more information contact the
Human Resources Department

Phone: 530-889-4060

Email: PCHRD@placer.ca.gov

www.placer.ca.gov



MANAGEMENT & CONFIDENTIAL EMPLOYEES ONLY

If your illness and/or injury prevents you from performing your job, you may be eligible for a medical leave of absence.

- Salary Protection provides wage replacement for an **employee's own serious health condition**. Leaves to care for your spouse, child, family member or for baby bonding are **not eligible** for Salary Protection.
- Management and Confidential employees who go on an extended approved medical leave, are eligible, after a waiting period of **20 consecutive work days**, to receive the Salary Protection benefit.
- Salary Protection is a **tiered wage replacement** benefit; after the waiting period, the benefit will begin by covering 100% of your regular pay for 5 pay periods, 75% for 4 pay periods and then 50% for 4 pay periods.

Salary Protection

(MANAGEMENT & CONFIDENTIAL EMPLOYEES ONLY)

Management and Confidential employees who go on an approved medical leave may be eligible to receive the following Salary Protection benefit plan:

- Before you are eligible for benefits, you must serve a **20 consecutive work day** waiting period using your leave balances. An employee will only be required to observe one waiting period per illness, per rolling benefit year, and any time period spent absent from work for the same illness will be eligible.
- After the waiting period, your Salary Protection benefit will cover **100% of your regular pay**, for the first five (5) pay periods.
- For the next four (4) pay periods, your Salary Protection benefit will cover **75% of your regular pay** and you integrate with your leave balances so that between your Salary Protection benefit and leave balances you will receive 100 percent of your regular pay and cover your share of insurance premiums.
- For the following four (4) pay periods, your Salary Protection benefit will cover **50% of your regular pay** and you integrate with any remaining leave balances.
- An employee will receive no more than 800 plan benefit hours, or 13 pay periods of coverage (whichever comes first) of plan participation in a rolling 12 month period measured backward from the day the employee uses the plan.
- Plan hours will be prorated accordingly for part-time employees.

Employees who utilize the plan benefits do not accrue service hours, which will affect all service hour related pays and benefits including; computing eligibility for merit increases, seniority, longevity pay, vacation and sick leave accrual rates, retirement, management leave, supplemental compensation, and any other service hours related to pay and benefits. The cafeteria plan, will be prorated based upon the number of Salary Protection hours used.

BABY BONDING

Baby bonding is not eligible for the Salary Protection wage replacement. For more information about baby bonding, please refer to the Leave of Absence Baby Bonding brochure.

FMLA/CFRA Eligibility

FMLA/CFRA allows for job and benefit protections for up to **12 weeks** in a designated **12 month period**. You are eligible, if you have been employed with Placer County for a **minimum of 12 months** and have worked at least **1,250 hours** in the preceding 12 months (including Extra Help hours).

Once the Human Resources Department receives notification of your request for a leave of absence in Workday, your eligibility will be verified, and you will be notified by mail. If you are eligible, your notification will be accompanied by a **Serious Health Condition** form for you to have completed by your health care provider and **returned to HR within 15 days**.

FMLA/CFRA Time Calculated

FMLA/CFRA runs concurrently, providing job and benefit protections and may be granted for up to 12 work weeks in a 12 month period. The available 12 week period is determined by using a rolling 12 month period measured forward from the first date leave is used. Under the rolling 12 month period, each time an employee takes leave, the remaining weeks of leave time available is the balance of the 12 weeks that has not been used during the rolling period. FMLA/CFRA have no waiting period, both start on the first day of your leave.

Use of Leave Balances While on Leave

You will need to use leave balances beginning with sick leave during the waiting period and while on a medical leave of absence. If you exhaust all of your leave balances, you will be allowed to continue on the medical leave in an unpaid status, while covered under FMLA/CFRA. When completing a request for absence in **Workday**, you will request a **Medical - Self** and enter the leave dates as indicated on your health care provider note and upload the note. Then you will go to your **In Box** to submit the **Leave Questionnaire**.

Benefit Premiums

You will continue to be responsible for your normal **employee share** of premium costs while on a leave of absence. Your premiums will be paid through the payroll process and all your benefits remain intact when you are in a **paid status** using your leave accruals and/or Salary Protection. If you are off payroll in an **unpaid status**, you will still be responsible for your normal **employee share** of premium costs and will be billed through Revenue Services. When you are in an unpaid status and you are not covered under FMLA/CFRA or Salary Protection, you may become responsible for **both the employee and employer share of premiums**.