

**THE DIOCESE OF SACRAMENTO  
UNPAID FAMILY LEAVE POLICY FOR EMPLOYEES NOT ELIGIBLE FOR  
FAMILY MEDICAL LEAVE ACT/CALIFORNIA FAMILY RIGHTS ACT**

An employee who is not eligible for diocesan Medical/Family Leave but who requires time off because of a serious health condition or to care for a child, spouse, and parent or to bond with a new child, may be eligible to receive up to 6 weeks unpaid leave. Approval of leave requests under this provision will be at the discretion of the pastor, principal, or director in consultation with the Office of Lay Personnel.

This leave will be **granted solely on the eligibility to receive compensation benefits through the State Disability Insurance (SDI) or the California Paid Family Leave (PFL)** program, which are administered by the Employment Development Department (EDD). These benefits are financed solely through employee contributions to the SDI/PFL program. These programs are solely responsible for determining if an employee is eligible for such benefits.

If you need to take time off work because of a serious health condition but are not eligible for medical family leave, please advise your supervisor by providing a PT400 Request for Leave form and you will be given information about the State Disability Insurance benefit. A medical certification will be required from your health care provider. Employees may also contact their local Employment Development Department (EDD) for further information. The Diocese of Sacramento will apply any unused accrued sick pay for the 7-day waiting period for State Disability. After the initial 7-day waiting period any unused accrued sick pay will be integrated with the State Disability benefit.

If you need to take time off work to care for a child, spouse or parent with a serious health condition or to bond with a new child, please advise your supervisor by providing a PT400 Request for Leave form and you will be given information about the EDD's Paid Family Leave program and how to apply for benefits. Employees may also contact their local Employment Development Department Office for further information. The Diocese of Sacramento will first apply any unused accrued vacation to the 7-day waiting period for California Paid Family Leave. If there is insufficient unused accrued vacation, available sick pay will be applied toward the balance of the waiting period. This means that the employee could receive up to 7 weeks off (one week as a result of accrued vacation/sick pay and then the additional 7 weeks of unpaid family leave. Vacation and sick leave will not be integrated with Paid Family Leave (PFL).

If the unpaid family leave from the Diocese is approved by the employee's supervisor, the employee will be responsible for payment of any current payroll deductions for benefits.