

Notice to Employees

THIS EMPLOYER IS REGISTERED UNDER THE CALIFORNIA UNEMPLOYMENT INSURANCE CODE AND IS REPORTING WAGE CREDITS THAT ARE BEING ACCUMULATED FOR YOU TO BE USED AS A BASIS FOR:

Disability Insurance

(funded entirely by employees' contributions)

When you are unable to work or reduce your work hours because of illness, injury, or pregnancy, you may be eligible to receive Disability Insurance (DI) benefits.

Your employer must provide a copy of the *Disability Insurance Provisions* (DE 2515) brochure to each newly hired employee and to each employee leaving work due to pregnancy or due to illness or injury that is not related to his/her job.

Claim Forms

- Obtain claim forms from your physician/practitioner, employer, or from any California DI Claim Management office. You can also order claim forms online by visiting [EDD Forms and Publications](http://forms.edd.ca.gov/forms) (forms.edd.ca.gov/forms).
- If you have DI coverage under your employer's voluntary plan, obtain DI claim forms from your employer or the designated third party administrator (TPA).
- File your *Claim for Disability Insurance (DI) Benefits* (DE 2501) within 49 days of the first day of your disability to avoid losing benefits.

Paid Family Leave

(funded entirely by employees' contributions)

When you stop working or reduce your work hours to care for a family member who is seriously ill, to bond with a new child, or to participate in a qualifying event resulting from a family member's military deployment to a foreign country, you may be eligible to receive Paid Family Leave (PFL) benefits.

Your employer must provide a copy of the *California Paid Family Leave* (DE 2511) brochure to each newly hired employee and to each employee leaving work to care for a seriously ill family member, to bond with a new child, or to assist a family member during a qualifying military event.

Claim Forms

- Obtain claim forms from a physician/practitioner, your employer, or directly from any California DI Claim Management office or the PFL office. You can also order claim forms online by visiting [EDD Forms and Publications](http://forms.edd.ca.gov/forms) (forms.edd.ca.gov/forms).
- If you have PFL coverage under your employer's voluntary plan, obtain PFL forms from your employer or the designated TPA.
- File your *Claim for Paid Family Leave (PFL) Benefits* (DE 2501F) within 41 days of the first day of your family leave to avoid losing benefits.

For more information about DI, visit [State Disability Insurance](http://edd.ca.gov/disability) (edd.ca.gov/disability) or call 1-800-480-3287.

TTY (for deaf or hearing-impaired individuals only) is available at 1-800-563-2441.

For more information about PFL, visit [State Disability Insurance](http://edd.ca.gov/disability) (edd.ca.gov/disability) or call 1-877-238-4373.

TTY (for deaf or hearing-impaired individuals only) is available at 1-800-445-1312.

State Government employees should call 1-866-352-7675 for DI and 1-877-945-4747 for PFL.