



Leave of Absence PTO Election Form (Non-Pregnancy)

300 Pasteur Dr., MC5510
Stanford, CA 94305-5513

Email or Fax to Payroll:
payrollloa@stanfordmed.org
(650)725-0312

USE of PTO and ESL DURING an APPROVED LEAVE of ABSENCE including WORKERS' COMP.

Certain programs described below have a 7-day waiting period before benefits begin. For leaves due to a Workers' Compensation injury, there is a 3-day waiting period before benefits begin. As of the fourth (4) shift, ESL will automatically be paid by Payroll. ESL will continue to be paid as long as you have ESL available and are disabled, and will cease when you transition to baby bonding, personal leave or you return to work. If you are hospitalized as of the first (1st) day of your leave, ESL will automatically be paid from payroll as of this date. If elected, PTO will be supplemented with ESL until ESL is exhausted and/or will be supplemented with State Disability Insurance (SDI) and/or Short Term Disability (STD) benefits for remainder of your leave.

CRONA: The use of PTO is optional during leave.

Programs with WAITING PERIODS

If you are on a medical leave that is not related to workers' compensation, you may be eligible for California State Disability Insurance (SDI) benefits and, if you elected, Short Term Disability (STD) benefits. Both have a 7 day waiting period.

If you qualify for California Paid Family Leave (PFL) benefits, there is a 7 day waiting period when you are caring for a sick spouse, child, parent and bonding with a newly adopted child or newborn (PFL waiting period does not apply if baby bonding is taken following pregnancy leave). You may be eligible for California PFL benefits even if you do not meet the requirements for a leave under FMLA/CFRA (Family Medical Leave Act/California Family Rights Act). PFL benefits are paid for 6 weeks.

California State SDI and PFL benefits are both paid by the California Employment Development Department (EDD).

If you are on a medical leave due to a workers' compensation injury, you may be eligible for a partial benefit under California State Disability Insurance (SDI), less the benefit you receive through Workers' Compensation. Workers' Compensation has a 3-day waiting period. SDI has a 7-day waiting period.

PROCEDURES

If you did not make a PTO election at the time you requested your leave from Matrix, make or change your election immediately. You must email or fax this form to Payroll within **5 BUSINESS DAYS of your leave start/change**. Your default election will be **NO PTO** while on leave if no election is chosen. Email: payrollloa@stanfordmed.org, Fax #: 650-725-0312.

Please use the following worksheet to help you calculate how much PTO you will use after the 7 day waiting period for California SDI/PFL benefits and optional STD benefits.



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How to calculate your PTO usage during SDI/PFL

The purpose of this worksheet is for you to estimate how much PTO/ESL you will use if you decide to coordinate your PTO with your disability insurance incomes.

California SDI pays 55% of pre-disability income, up to \$1,075.00 a week (2014) after you have been ill or injured for seven consecutive calendar days. If you selected the optional Short Term Disability (STD) insurance plan, your coverage will coordinate with State Disability Insurance (SDI). After you have been ill or injured for seven consecutive calendar days, the STD plan will coordinate with SDI to pay a combined total of up to 60% of your pre-disability base wage* up to \$1,846 a week.

You may elect to use PTO to coordinate with your disability income to bring your total income up to your pre-disability base wage*. Don't forget that disability income is not subject to state and federal taxes. Any PTO used will be subject to state and federal taxes.

Use the following worksheet to calculate an approximate amount of PTO you will use per week if you elect to use it during your disability LOA. Your calculation will be audited by the Payroll Department who is responsible for calculating the final PTO coordination determination.

	Your Calculation	Sample Calculation
A. Your scheduled hours per week	_____	40
B. Your Hourly Base Wage**	_____	\$50
C. Your Weekly Salary (A x B)	_____	\$2,000.00
D. Calif. SDI Benefit (C x .55) (if this exceeds \$1,075 enter \$1,075)	_____	\$1,075.00
E. STD Benefit (60% or your Base Salary minus SDI)(C x .6) – D	_____	\$125.00
F. Total Disability Income (D + E) nontaxable	_____	\$1,200.00
G. Estimated PTO use Per Week (C - F) ÷ B	_____	16 hours

*Base wage is based on the scheduled hours reflected in your official HR records. If you have worked a schedule different than that reflected in your records, the calculation will be made on the official scheduled hours (also called commitment, appointment and FTE).

**Base wage does not include differentials, overtime or other premiums.



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Name (printed)	Title	Employee ID#
Department		
Address while on Leave		Phone while on Leave

EMPLOYEE ELECTIONS

IMPORTANT: To make a PTO election or make a change, you must complete this form immediately. You must email or fax this form to Payroll within **5 BUSINESS DAYS of your leave start/change**. Your default election will be **NO PTO** while on leave if no election is chosen. Benefit premium payments will continue to be deducted through the use of PTO/ESL/ATO. Any benefit premiums that are not collected while on leave, or if you do not return from leave, you are agreeing to authorize the collection of these premiums through payroll beginning with your next payroll check.

For Medical Disability or Workers' Compensation:

I understand that PTO must be used during the SDI, STD and/or WC waiting periods (except medical leaves for CRONA). ESL must be used and will automatically be paid as of the fourth (4) shift during the waiting period. * ATO for RN's only

- ☐ I elect to use PTO/ATO* during the 7-Day waiting period for State Disability (SDI) and/or STD.
- ☐ I elect to supplement my SDI and/or STD or WC with ESL/PTO/ATO* after the waiting period.
- ☐ I elect not to use PTO during my medical leave.

For Family Medical Leave Act (FMLA/CFRA) with Paid Family Leave:

I understand that PTO must be used during the PFL waiting periods.

- ☐ I elect to use PTO during the 7-Day waiting period for Paid Family Leave (PFL).
- ☐ I elect to supplement my PFL with PTO after the waiting period and full PTO for the remaining 6 weeks after PFL.
- ☐ I elect to use PTO after PFL ends.
- ☐ I elect not to use PTO during my FMLA/CFRA leave.

For Personal Leave with Paid Family Leave (PFL):

I understand that PTO must be used during the PFL waiting periods.

- ☐ I elect to use PTO during the 7-Day waiting period for Paid Family Leave (PFL).
- ☐ I elect to supplement my PFL with PTO after the waiting period and full PTO for the remaining 6 weeks after PFL.
- ☐ I elect to use PTO after PFL ends.
- ☐ I elect not to use PTO during my leave and will pay full cost for my benefits.

For Personal, Military or Educational Leave (Not eligible for PFL):

- ☐ I elect to use PTO during my leave.
- ☐ I elect not to use PTO during my leave and will pay full cost for my benefits.

Employee Signature	Date
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