



# San Bernardino County LEAVE INTEGRATION (STD, SDI and Workers' Compensation)

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The Leave Integration Request must be completed by an employee on a medical leave of absence due to his or her own serious medical condition who applies for Short Term Disability (STD) benefits or Workers' Compensation.

## REFERENCES

Current County Memoranda of Understanding (MOU); Compensation Plan

## FORMS REQUIRED

Leave Integration Request

## MANDATORY FIELDS

All

## GENERAL INFORMATION

Integration of available leave balances with any STD, SDI, Workers' Compensation benefit payments, and/or regular/transitional work hours shall not exceed 100% of employee's normal base salary. In the event that any combination of these payments exceeds 100% of employee's normal base salary, the County will recover the overpayment from future paychecks (warrants) per MOU guidelines.

Medical Emergency Leave (MEL) will not be considered "eligible leave" for certain purposes such as the accumulation of leave accruals, eligibility for step advancement or retirement credit per the MOU. However, the use of MEL will count towards the minimum requirement for the receipt of benefit monies (Medical Premium Subsidy, Flexible Benefit Dollars). The department payroll specialist will determine exactly how benefits and accruals will be affected.

It is the employee's responsibility to provide the department payroll specialist any and all information regarding changes in leave status, copies of all off-work orders, and anticipated return to work date.

Each pay period the employee's time record will be coded with the anticipated number of leave hours required to integrate with additional benefit payments and any time worked so that the employee may receive 100% of their normal bi-weekly base salary or the amount specified according to the election.

Receipt of benefit monies, leave accruals, retirement credit and eligibility for step advancements will be administered in accordance with the appropriate MOU, contract, or salary ordinance provisions governing the terms of employment.

The Request will be honored for the current pay period as long as submitted in time to meet payroll deadlines.

In addition to this form, it is the employee's responsibility to complete any additional paperwork required for STD, SDI, MEL, and/or Workers' Compensation benefits. Delay in submitting the required forms may also result in the loss or delay of benefits.

## PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Ensure the most current form has been submitted
- ◆ Audit for completeness
- ◆ Retain copy for department file
- ◆ Forward original: STD to EBSD-Leaves Team (0440); SDI to EMACS-Payroll (0030), Workers' Compensation to EMACS-Payroll (0030)

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**DEADLINES**

Refer to Master Calendar for EMACS Processing

**RELATED FORMS**

Checklist for Request for Extended Leave  
Time and Labor Report (TLR) – Amended - form