

CALHR GUIDELINES WHILE USING THE EFMLA BENEFIT AND RECEIVING THE PLP SALARY REDUCTION

How is my PLP accrual rate determined?

- PLP accrual rate based on the number of hours the employee is paid for the pay period.
- EFMLA supplementation combined with hours worked or other leave used should also use the intermittent chart to determine the PLP accrual for the pay period.
- EFMLA/EPFLA pay is paid at the unreduced rate so that time or hours does not receive the PLP accrual

Can the EFMLA Calculator be used for hourly employee pay?

- The calculator is not designed to calculate E-FMLA benefit pay for hourly employees, or semi-monthly employees. Manual calculations are required for these situations.

Benefit Entitlement:

- While the employee can use leave in partial days, only the time the employee was out on EFMLA will count against their 12 work week entitlement. This also means that the employee may potentially use up their \$10,000 limitation, prior to exhausting their 12-week benefit. Depending on the employees schedule the 12 work-weeks can be different from person to person. For a normal fulltime employee 12 work weeks will be 480 hours.
- We (CalHR) have discussed and feel the intent is that it is 2/3 and \$200 per work day, and not per 8 hours. This would make it very complicated if the employee were using on two hours per day, or had a varied schedule of working 4 hours, 2 hours, 6 hours, and then 3 hours during the same week.
- For Work Week Group E/SE employees, who are typically the higher wage earners, who work partial days will receive their full pay. The pay will not be reduced, but any time not worked will count against their EFMLA entitlement. Once their 12 work-week entitlement is exhausted they will no longer be eligible for the benefit.