

# Notice to Employees:



UI

**THIS EMPLOYER IS REGISTERED WITH THE EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) AS REQUIRED BY THE CALIFORNIA UNEMPLOYMENT INSURANCE CODE AND IS REPORTING WAGE CREDITS TO THE EDD THAT ARE BEING ACCUMULATED FOR YOU TO BE USED AS A BASIS FOR:**

## Unemployment Insurance

(funded entirely by employers’ taxes)

Unemployment Insurance (UI) is paid for by your employer and provides partial income replacement when you are unemployed or your hours are reduced due to no fault of your own. To claim UI benefit payments you must also meet all UI eligibility requirements, including that you must be available for work and searching for work.

### How to File a New UI Claim

Use one of the following methods:

- **Online:** UI Online<sup>SM</sup> is the fastest and most convenient way to file your UI claim. Visit [www.edd.ca.gov/UI\\_Online](http://www.edd.ca.gov/UI_Online) to get started.
- **Phone:** Representatives are available at the following toll-free numbers, Monday through Friday between **8 a.m. to 12 noon** (Pacific Standard Time) except during state holidays.

|         |                |           |                |            |                |
|---------|----------------|-----------|----------------|------------|----------------|
| English | 1-800-300-5616 | Cantonese | 1-800-547-3506 | Vietnamese | 1-800-547-2058 |
| Spanish | 1-800-326-8937 | Mandarin  | 1-866-303-0706 | TTY        | 1-800-815-9387 |
- **Fax or Mail:** When accessing UI Online to file a new claim, some customers will be instructed to fax or mail their UI application to the EDD. If this occurs, the *Unemployment Insurance Application*, DE 1101I, will display. For faster and more secure processing, fax the completed form to the number listed on the form. If mailing your UI application, use the address on the form and allow additional time for processing.

**Important:** Waiting to file your UI claim may delay benefit payments.

DI

## Disability Insurance

(funded entirely by employees’ contributions)

Disability Insurance (DI) is funded by employees’ contributions and provides partial wage replacement benefits to eligible Californians who are unable to work due to a non-work-related illness, injury, pregnancy, or disability.

Your employer must provide the *Disability Insurance Provisions*, DE 2515 brochure, to newly hired employees and to each employee who is unable to work due to a non-work-related illness, injury, pregnancy, or disability.

### How to File a New DI Claim

Use one of the following methods:

- **Online:** SDI Online is the fastest and most convenient way to file your claim. Visit [www.edd.ca.gov/SDI\\_Online](http://www.edd.ca.gov/SDI_Online) to get started.
- **Mail:** To file a claim with the EDD by mail, complete and submit a *Claim for Disability Insurance (DI) Benefits*, DE 2501 form. You can obtain a paper claim form from your employer, physician/practitioner, visiting a State Disability Insurance office, online at [www.edd.ca.gov/Forms](http://www.edd.ca.gov/Forms), or by calling 1-800-480-3287.

**Note:** If your employer maintains an approved Voluntary Plan for DI coverage, contact your employer for assistance.

For more information about DI, visit [www.edd.ca.gov/disability](http://www.edd.ca.gov/disability) or call 1-800-480-3287.  
State government employees should call 1-866-352-7675.  
TTY (for deaf or hearing-impaired individuals only) is available at 1-800-563-2441.

PFL

## Paid Family Leave

(funded entirely by employees’ contributions)

Paid Family Leave (PFL) is funded by employees’ contributions and provides partial wage replacement benefits to eligible Californians who need time off work to care for seriously ill child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner. Benefits are also available to parents who need time off work to bond with a new child entering the family by birth, adoption, or foster care placement.

Your employer must provide the *Paid Family Leave*, DE 2511 brochure, to newly hired employees and to each employee who is taking time off work to care for a seriously ill family member or to bond with a new child.

### How to File a New PFL Claim

Use one of the following methods:

- **Online:** SDI Online is the fastest and most convenient way to file your claim. Visit [www.edd.ca.gov/SDI\\_Online](http://www.edd.ca.gov/SDI_Online) to get started.
- **Mail:** To file a claim with the EDD by mail, complete and submit a *Claim for Paid Family Leave (PFL) Benefits*, DE 2501F form. You can obtain a paper claim form from your employer, a physician/practitioner, visiting a State Disability Insurance office, online at [www.edd.ca.gov/Forms](http://www.edd.ca.gov/Forms), or by calling 1-877-238-4373.

**Note:** If your employer maintains an approved Voluntary Plan for PFL coverage, contact your employer for assistance.

For more information about PFL, visit [www.edd.ca.gov/disability](http://www.edd.ca.gov/disability) or call 1-877-238-4373.  
State government employees should call 1-877-945-4747.  
TTY (for deaf or hearing-impaired individuals only) is available at 1-800-445-1312.

**Note:** Some employees may be exempt from coverage by the above insurance programs. It is illegal to make a false statement or to withhold facts to claim benefits. For additional general information, visit the EDD website at [www.edd.ca.gov](http://www.edd.ca.gov).