

**California Department of Human Resources  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

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| <b>SUBJECT:</b><br>Workers' Compensation Program – IDL Transition Instructions | <b>REFERENCE NUMBER:</b><br>2014-013 |
| <b>DATE ISSUED:</b><br>6/12/2014   | <b>SUPERSEDES:</b>                   |

This memorandum should be forwarded to:

Personnel Officers  
Personnel Transaction Supervisors  
Return-to-Work Coordinators  
Health and Safety Officers

**FROM:** Department of Human Resources  
Benefits and Training Division

**CONTACT:** Tracy Caldwell  
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Email: [workcomp@calhr.ca.gov](mailto:workcomp@calhr.ca.gov)

Effective July 1, 2014, the rules governing Industrial Disability Leave (IDL) will change. The most significant changes are:

- IDL will be tracked in hours instead of days.
- IDL will no longer be paid for time lost to attend medical appointments after the employee returns to work or is deemed able to return to work.

Eligible employees who lose medically-substantiated time from work as a result of an industrial injury may receive IDL for up to 52 weeks. For time lost after July 1, 2014, 52 weeks of IDL will be calculated in hours using the employee's time base. A full-time employee would be eligible for up to 2080 hours of IDL and a one-half time employee would be eligible for up to 1040 hours of IDL.

Before July 1, 2014, 52 weeks of IDL entitlement were tracked as 365 calendar days. Directions for time lost from work before July 1, 2014, are found in PML 2002-060.

Departments need to convert the remaining eligible days into hours and immediately notify their employees currently receiving IDL benefits about these changes. A sample letter and conversion worksheet are included.

Please visit the [Workers' Comp Forum Page](#) and register for special IDL transition training:

- Monday, June 16, 2014—Classroom Training (choose one of four separate sessions) or view the simultaneous web cast (choose one of three separate sessions).

If you are unable to attend or view any of the sessions above, please follow this link to register for a special [Live Meeting](#) make-up session:

- Tuesday, June 24, 2014—1:30 pm

For comprehensive disability payroll processing training, please contact the State Controllers' Office at [ppsdtraining@sco.ca.gov](mailto:ppsdtraining@sco.ca.gov) , 916-322-0683 or 1-800-735-2929 (TTY).

/s/ Darlene Schell

Darlene Schell, Chief  
Benefits and Training Division

DATE:

TO:

CLAIM NUMBER:

DOI:

Dear (*Injured Worker*),

Effective July 1, 2014, the rules governing Industrial Disability Leave (IDL) will change.

The most significant change is that IDL will no longer be paid for medical appointments after you return to work or are deemed able to return to work. IDL will be paid for medically-substantiated periods of disability only. As in the past, State Fund is responsible for notifying your personnel office about the periods of temporary disability. Your personnel office is still responsible for tracking the eligible hours and paying the IDL benefit.

The other change is that the time will be counted in hours instead of days. You are still entitled to a maximum of 52 weeks of IDL, to be paid within two years of the first time lost, but in the past we counted that 52 weeks as 365 days (which included weekends and regular days off). Now we will count that 52 weeks as 2080 work hours for a full-time employee and prorated for employees' with different time bases.

Here is the calculation of *your* available IDL:

First time lost was \_\_\_\_\_. Your eligibility for IDL will expire \_\_\_\_\_ (2 years from the first time lost).

State Fund verified a total of \_\_\_\_\_ days of disability.

You have \_\_\_\_\_ hours of IDL eligibility remaining.

$$\frac{365}{\text{(eligible days)}} - \frac{\text{verified days}}{\text{(verified days)}} = \frac{\text{days remaining}}{\text{(days remaining)}} \div \frac{7}{\text{(week days)}} = \frac{\text{weeks remaining}}{\text{(weeks remaining)}} \times \frac{\text{weekly hours}^*}{\text{(weekly hours}^*)} = \frac{\text{hours available}}{\text{(hours available)}}$$

If you have any questions, please contact me.

Sincerely,

(*YOUR contact information or RTWC contact information*)

CC: (*State Fund Claims Adjuster*)

### CONVERSION EXAMPLES by TIME BASE

#### Full-time

$$\frac{365}{\text{(eligible days)}} - \frac{350}{\text{(verified days)}} = \frac{15}{\text{(days remaining)}} \div \frac{7}{\text{(week days)}} = 2.14 \times \frac{*40}{\text{(hours in week)}} = \underline{86 \text{ (85.6 round to 86)}}$$

(eligible days) - (verified days) = (days remaining) ÷ (week days) = (weeks) x (hours in week) = (hours available)

#### 7/8 time

$$\frac{365}{\text{(eligible days)}} - \frac{350}{\text{(verified days)}} = \frac{15}{\text{(days remaining)}} \div \frac{7}{\text{(week days)}} = 2.14 \times \frac{*35}{\text{(hours in week)}} = \underline{75 \text{ (74.9 round to 75)}}$$

(eligible days) - (verified days) = (days remaining) ÷ (week days) = (weeks) x (hours in week) = (hours available)

#### 5/6 time

$$\frac{365}{\text{(eligible days)}} - \frac{350}{\text{(verified days)}} = \frac{15}{\text{(days remaining)}} \div \frac{7}{\text{(week days)}} = 2.14 \times \frac{*33.33}{\text{(hours in week)}} = \underline{71 \text{ (71.32 round to 71)}}$$

(eligible days) - (verified days) = (days remaining) ÷ (week days) = (weeks) x (hours in week) = (hours available)

#### 4/5 time

$$\frac{365}{\text{(eligible days)}} - \frac{350}{\text{(verified days)}} = \frac{15}{\text{(days remaining)}} \div \frac{7}{\text{(week days)}} = 2.14 \times \frac{*32}{\text{(hours in week)}} = \underline{68 \text{ (68.48 round to 68)}}$$

(eligible days) - (verified days) = (days remaining) ÷ (week days) = (weeks) x (hours in week) = (hours available)

#### 3/4 time

$$\frac{365}{\text{(eligible days)}} - \frac{350}{\text{(verified days)}} = \frac{15}{\text{(days remaining)}} \div \frac{7}{\text{(week days)}} = 2.14 \times \frac{*30}{\text{(hours in week)}} = \underline{64 \text{ (64.2 round to 64)}}$$

(eligible days) - (verified days) = (days remaining) ÷ (week days) = (weeks) x (hours in week) = (hours available)

#### 1/2 time

$$\frac{365}{\text{(eligible days)}} - \frac{350}{\text{(verified days)}} = \frac{15}{\text{(days remaining)}} \div \frac{7}{\text{(week days)}} = 2.14 \times \frac{*20}{\text{(hours in week)}} = \underline{43 \text{ (42.8 round to 43)}}$$

(eligible days) - (verified days) = (days remaining) ÷ (week days) = (weeks) x (hours in week) = (hours available)

\*Weekly hours based on employee's current time base. The most common are listed here:

| TIME BASE | HOURS WORKED PER DAY | HOURS WORKED PER WEEK | HOURS WORKED PER YEAR |
|-----------|----------------------|-----------------------|-----------------------|
| Full-Time | 8                    | 40                    | 2080                  |
| 7/8 Time  | 7                    | 35                    | 1820                  |
| 5/6 Time  | 6.66                 | 33.33                 | 1733                  |
| 4/5 Time  | 6.4                  | 32                    | 1664                  |
| 3/4 Time  | 6                    | 30                    | 1560                  |
| 1/2 Time  | 4                    | 20                    | 1040                  |