

How to Apply for Intermittent Paid Family Leave *A Guide for Caregivers*

This guide can help you understand how to apply for California Paid Family Leave (PFL) if you need to take leave in several parts or by working a reduced schedule (intermittent leave).

Where do I apply for Paid Family Leave?

The fastest way to apply is online, using [myEDD](#).

- ✓ You will need to create an account, then login to register as a claimant in “SDI Online.”

You may also apply by mail using form **DE 2501F**.

- ✓ You can request this form from your healthcare provider, your [local EDD office](#), [online](#), or by calling 1-877-238-4373.



What parts of the application do I need to complete?

To apply for PFL for caregiving, you need to submit the following parts of the application:

- Part A: Statement of Claimant
- Part C: Statement of Care Recipient
- Part D: Physician/Practitioner’s Certification

Tips for filling out each part are below.

Filling out **PART A: Statement of Claimant**

Some sections of this form may be confusing for people taking intermittent leave. These tips will guide you through those questions:

- **Last day you worked** (Question A10 on the paper form)
 - When the EDD asks you for the last day you worked, they want to know the last day you worked your *regular schedule* (before you began family leave).



- **Date you returned or will return to work** (*Question A12 on the paper form*)
 - When the EDD asks when you will return to work, they want to know the date you will return to your *regular schedule*. If you don't know when you will return, you can leave this blank.
- **Do you want to claim the maximum amount of benefit weeks now?** (*Online application ONLY*)
 - In Section 3 of the online application, answer “**NO**” then follow the prompts to answer questions about your work dates and wages.
- **Did you work or will you continue to work during your family leave period?** (*Question A13 on the paper form*)
 - When applying for Paid Family Leave, the EDD will ask if you worked or will continue to work during your family leave period.
 - Answer “**YES**” to this question to let the EDD know that you will be taking PFL intermittently.
- **If your employer(s) will continue to pay you during your family leave, note the type of pay.** (*Question A22 on the paper form*)
 - The EDD will also ask if you will be receiving pay while on family leave. Because you will still be working some days/hours, let the EDD know you will be receiving “**part-time**” pay.

Filling out PART C: Statement of Care Recipient

This is a form to be filled out by the family member you care for (or their representative).

If the person you are providing care for is not able to complete the form themselves, an authorized representative may complete and sign.

You will also need to submit a separate form ([DE 1850J](#)).

- If you need help with this step, let your LA CRC counselor know or contact WorkLife Law for direct support.

Filling out Part D: Physician/Practitioner's Certification

You will need a healthcare provider for the person you are caring for to fill out this section of the form.



How do I submit these forms to the EDD?

For the EDD to begin processing your application, they will need to receive **all** the following:

- Part A: Statement of Claimant
 - Part C: Statement of Care Recipient
 - Part D: Physician/Practitioner's Certification (*see note on timing, below*)
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- ✓ **If you are applying by mail**, submit all these documents in the same envelope.
 - ✓ **If you are applying online**, you will submit these forms in steps.
 - First, make sure you complete the application (also called Part A: Statement of Claimant).
 - Once you submit, you will receive a Form Receipt Number. Save this number.
 - Have the care recipient (or an authorized representative) complete Part C: Statement of Care Recipient. Upload the form to SDI Online.
 - Have the care recipient's health care provider complete Part D: Physician/Practitioner's Certification. They will need the Form Receipt Number to do this online—make sure they have it.
 - If the health care provider would prefer to complete Part D on paper instead of submitting it online, you can mail the completed form to the EDD. Please note this may cause some delay in processing your claim.
 - ✓ If you know what your caregiving schedule will be like, you can attach a letter to your application.
 - You can upload the letter to SDI Online or send it by mail.
 - Your letter can explain what your regular schedule and pay was, and how many days or hours you will take off work for caregiving each week.
 - Make sure to include your name, address, phone number, and Social Security Number (if you have one).

What happens after the EDD receives my application for intermittent PFL?

- After receiving your completed application, the EDD may contact you by phone or by mail for more information. If you need help understanding their request, call us!
- The EDD will send you a form (DE 2580G: Continued Claim Certification for Paid Family Leave Benefits) that you will need to complete and return to keep being paid while on intermittent leave.



- This timesheet asks you the days and hours you worked for your employer, and the wages you earned. Make sure to complete and return this form every 2 weeks.
- You should also expect to receive documents from the EDD in the mail within about 14 days of applying. The documents may include:
 - a Notice of Computation
 - an Electronic Benefit Payment Notification (if you are approved)

How can undocumented workers apply for Paid Family Leave?

Undocumented workers have the same State Disability Insurance paycheck deductions and are eligible for the same State Disability Insurance and Paid Family Leave benefits as other workers.

Undocumented workers should apply by mail (not online) because the paper application does not require the use of a social security number. For more information on applying, visit https://edd.ca.gov/en/disability/undocumented_workers/.

Need Help?

The [Los Angeles Caregiver Resource Center](#) partners with [WorkLife Law](#) to give free and private legal information to caregivers who need help with leave and work issues.

Talk to your LA CRC counsellor for more information or [ask for help here](#).