



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

Where do I apply for Paid Family Leave?

The fastest way to apply is online, using [myEDD](#). You will need to register for an online account if you don't already have one.

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:

1. Part A: Claimant's Statement
2. Part C: Statement of Family Member Receiving Care
3. Part D: Physician/Practitioner's Certification

Tips for filling out each part are below.

Filling out PART A: Claimant's Statement

How do I tell the EDD I want to take PFL intermittently?

- 1) When the EDD asks you for the last day you worked (Question A10 on the paper application form), they want to know the last day you worked *your regular schedule* (before you began your family leave). Similarly, when the EDD asks when you will return to work (Question A12 on the application form), they want to know the date you will return to *your regular schedule* – if you don't know when, you can leave this blank.
 - a. In Section 3 of the online application, answer "NO" to the question "Do you want to claim the maximum amount of benefit weeks now?" then follow the prompts to answer questions about your work dates and wages.



- 2) When applying for Paid Family Leave, the EDD will ask if you worked or will continue to work during your family leave period (Question A13 on the paper application form). Answer “Yes” to this question to let the EDD know that you will be taking PFL intermittently.
- 3) The EDD will also ask if you will be receiving pay while on family leave (Question A22 on the paper application form). 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 Family Member Receiving Care”

How do I fill out this statement if my family member is not able to do it themselves?

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, contact WorkLife Law for support.

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: (1) Part A: Claimant’s Statement; (2) Part C: Statement of Family Member Receiving Care; and (3) Part D: Physician/Practitioner’s Certification.

- If you are applying by mail, submit all these documents in the same envelope.
- If you are applying online, make sure you upload the completed Statement of Care Recipient to SDI Online. When applying online, you will also receive a Form Receipt Number. This number can be given to the care recipient’s health care provider so they can complete the Physician/Practitioner’s Certification online. If they prefer to complete the paper form, you can mail the completed Part D to the EDD but please note there may be a delay in processing your claim.

If you know what your caregiving schedule will be like, you can attach a letter to your application (by mail or uploaded to SDI Online) telling the EDD 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?

- 1) 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!
- 2) For intermittent leave, 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. 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.
- 3) You should also expect to receive documents from the EDD in the mail, including a Notice of Computation, an Electronic Benefit Payment Notification (if you are approved), and/or requests for additional information, within about 14 days of applying.

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?

[WorkLife Law](#)'s helpline attorneys give free and private legal information to caregivers who need help with leave and work issues.

Email hotline@worklifelaw.org or leave a message at 415-703-8276.