



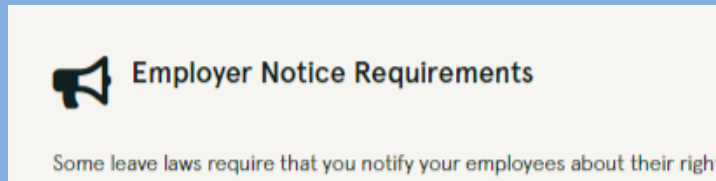
Added Features

This log features the most recent additions to the Compliance Center website features.

Added Features - Oldest to Newest

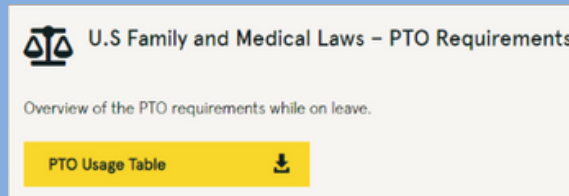
★ 09/19/22 Update - Employer Notice Requirements

We have added “Covered Employer” definitions for all states, and added “Handbook Recommendations” concerning handbook requirements (Federal, CA, NJ, NY, & TN). The “Employee Notice Requirements” can be found by selecting a state from [the map](#) and scrolling down the state’s page.



★ 09/28/22 New Addition - Paid Time Off Usage

The rules (for all states) concerning if/how PTO can be used, when an employee is covered under state/federal law. The “Paid Time Off Usage” table can be found on the main Compliance Center landing page under “[U.S. Summary Leave Resources](#)”.



★ 12/01/22 New Addition - Employer/EE Eligibility Added to Coverage Options

Based on client feedback, the employer and employee eligibility requirements were added to the “Coverage Options and Funding (State Income Replacement Benefits)” for each state (select a [state](#) from the map) that has a paid family leave program, for user convenience.



Larkin California - Coverage Options and Funding (State Income Replacement Benefits)	
State Programs	State Disability Insurance (SDI) Includes Paid Family Leave (PFL) Benefits Disability Insurance Branch Employment Development Department (916) 653-0707 SDI (800) 480-3287 PFL (877) 238-4373 http://www.edd.ca.gov
Employer Eligibility	Employers with 1 employee (CA) must remit applicable contributions for this program (see "Cost" field below).
Employee Eligibility	Employees are eligible for benefits if they have earned \$300 during the base period with any CA employer(s) (approximately 5-18 months prior to disability). We generally advise that employees apply and the state will make the determination of eligibility.
Coverage Allowed	State administrators or private plans (Voluntary Plans) are permitted. Employee Approved Voluntary Plans (VPs)-may be insured or self-insured but must be approved by EDD. A majority of employees must approve the plan, and the Voluntary plan must be more generous than the state plan in at least one aspect.

Added Features - Continued

01/06/23 New Addition - Intermittent Leave Rules

The rules (for all states) concerning if/how leave can be taken on an intermittent or reduced schedule basis, when an employee is covered under state/federal law. The “Intermittent Leave Rules” table can be found on the main Compliance Center landing page under “[U.S. Summary Leave Resources](#)”.

Intermittent Leave Rules



04/21/23 New Addition - State Resource Links

Links to the state family and medical leave websites, laws and regulations. This was added in response to user feedback (we value any feedback!). We have also included links to guides and/or state tax portals, where employers remit wage/contribution information for state paid leave programs.

05/09/23 Update - links to registration with the state for wage reporting and contributions to the state’s paid leave program (if applicable). You will find these links at the bottom of each state page (select a state from the [map](#)) - example below from CA.



State Resource Links

State Website(s)

[CFRA and PDL \(Leave Laws\) – Civil Rights Department \(CRD\)](#)
[SDI and PFL \(Pay Laws\) – Employment Development Department \(EDD\)](#)

State Law and Regulation(s)

[CFRA Regulations](#)
[PDL Regulations](#)
[SDI and PFL Law](#)
[SDI and PFL Regulations](#)

Contribution Registration (Paid Leave)

[SDI and PFL \(+ other state taxes\)](#)
[State Tax/Wage Reporting Guide](#)

For general information regarding paid leave contributions/wage reporting for this state, please see [here](#).

Employer Statement (Claim Process) Registration

[SDI only \(PFL Statements Mailed\)](#)

For general information regarding the paid leave employer statement process for this state, please see [here](#).



Added Features - Continued



04/21/23 New Addition - FMLA Leave Policy Guide

A summary guide with best practice when developing a new FMLA leave policy, or when reviewing your current policy.

Resource includes a summary of the state family and medical leave laws that employers are legally required to include within their handbook.

You will find this resource at the bottom of the Compliance Center main page, under “[U.S. Summary Leave Resources](#)”

U.S. Summary Leave Resources
Consolidated resources for the state family and medical leave laws.

- Summary Table**
Consolidated table displaying the laws.
Leave Summary Table
- U.S. Family and Medical Laws - PTO Requirements**
Overview of the PTO requirements while on leave.
PTO Usage Table
- U.S. Family and Medical Leave - Intermittent Leave Rules**
Overview of the intermittent leave rules.
Intermittent Rules Table
- U.S. Family and Medical Leave Act (FMLA) - Policy Guidance**
Guidance on best practice when developing FMLA leave policies (includes required state addendums).
FMLA Leave Policy Guide



Family and Medical Leave – U.S Handbook Guide

As part of our commitment to ensuring that our clients are compliant with state and federal family and medical leave laws, The Larkin Company has produced the following guidance on best practices regarding FMLA leave policies.

We recommend following this guidance when creating/updating your FMLA leave policy, with the support of your legal counsel. The Larkin Company will then also be happy to review your leave policy.

➤ **Separate your leave and leave pay policies.**

Have a separate section of your policy addressing time away from work, i.e., what employees may qualify for and what do they need to do for their time off to be considered authorized. This will enable you to hold employees accountable to your time off reporting requirements and help ensure that you provide the *minimum and recommended* FMLA information (see below).

Then, include a separate section in your policy discussing the pay an employee may be eligible for

Added Features - Continued

05/09/23 New Addition - Employer Registration and Action Items

Employer Statements Process - information on whether website registration is required for the state (to respond to state claims), with links included. Plus, if/how employers can check employee claims status.

Coverage and Funding Options - a summary of employer action items is listed, including information on how to register for, and submit wage reporting and/or contributions to state paid leave programs (links included).

Larkin California - Employer Statements Process (State Income Replacement Benefits)	
Disability Form	Notice to Employer of Disability Insurance (SDI) Claim Filed (DE 2503)
PFL Form	Notice of Paid Family Leave (PFL) Claim Filed (DE 2503F)
Timing	2 working days after receipt of notice
Notification	Paper form mailed after employee has applied for leave Online option available for disability only
Submission	Mail Online option available for SDI only
Disability Sample Form	No sample provided by state
Paid Family Leave Sample Form	Sample DE 2503F
Website Registration Required by Employer?	<p>Website registration is not required for SDI (forms will be mailed instead if not registered), but registration is optional for SDI for employer convenience. See Tutorials and "For Employer" section here https://edd.ca.gov/en/disability/sdi_online_tutorials/. PFL forms can't be completed by the employer online and will be solely mailed. Note: there is also no employer portal where employers can check claims status (such as when a claim is approved or denied), for PFL or SDI. Because employers complete the 2503/2503F forms (see above), they should be aware that an employee has filed a claim, but will not receive any confirmation if the claim is approved. The employee is notified of approval or denial directly.</p> <p>The above pertains to registering with the state for the Employer Statement process. Employers may have separate obligations for registering with the state for contributions/wage reporting requirements (see the "Coverage Options and Funding" section on this state's Compliance Center page).</p>

Larkin California - Coverage Options and Funding (State Income Replacement Benefits)	
State Programs	<p>State Disability Insurance (SDI) Includes Paid Family Leave (PFL) Benefits</p> <p>Disability Insurance Branch Employment Development Department (916) 453-0202 SDI (800) 480-3287 PFL (877) 238-4373 http://www.edd.ca.gov</p>
Employer Eligibility	Employers with 1 employee (CA) must remit applicable contributions for this program (see "Cost" field below).
Employee Eligibility	<p>Employees are eligible for benefits if they have earned \$300 during the base period with any CA employer(s) (approximately 5-18 months prior to disability). We generally advise that employees apply and the state will make the determination of eligibility.</p> <p>State administrators or private plans (Voluntary Plans) are permitted.</p>
Coverage Allowed	Employee Approved Voluntary Plans (VPs) may be insured or self-insured but must be approved by EDD. A majority of employees must approve the plan, and the Voluntary plan must be more generous than the state plan in at least one aspect.
Cost	<p>Employer Voluntary Plan Clients Only - Employer has the option of paying the entire cost or sharing it with the employee</p> <p>Employee 2022 - 1.1% of the first \$145,600 in annual earnings with maximum annual cost of \$1,601.60 2023 Employee cost will decrease from 1.1% to 0.9% The taxable wage ceiling will increase from \$145,600 to \$153,364 The maximum cost for employees will decrease from \$1,601.60 to \$1,378.48 For our clients with Voluntary Plans, please note that the updated VP assessment rate is now 0.00126% (a decrease from 0.00154%).</p>
Employer Action Summary	<p>- You should register with the state at e-Services for Business - Submit wage reports/contributions</p> <p>Guide - https://edd.ca.gov/assets/files/pdf/pub_ctbde44.pdf How to File Tutorial https://www.youtube.com/watch?v=84fDC_BN_L</p> <p>Wages/Contributions due Quarterly (Q1 - May 1, 2023, Q2 - July 31, 2023, Q3 - October 31, 2023, Q4 - January 31, 2024)</p> <p>The above pertains to registering with the state for contributions/wage reporting. Employers may have separate obligations for registering with the state for the employer statements process (see the "Employer Statements Process" section on this state's Compliance Center page).</p>



Added Features - Continued



07/13/23 New Addition - Newsfeed Log

All Updates - a running list of updated laws logged on a separate web page to show all the updates that have occurred within the year. All updates will be separated by year.

U.S. Newsfeed

Newsfeed with the latest updates for U.S. family and medical leave laws.

Click the state initial to jump to the update.

06/26/23 - [TX](#) enacts PFL rider law (similar to FL, AR, and TN)

06/26/23 - [CA](#) Name change of the Employment Development Department (EDD) claims filing system from "SDI Online" to "myEDD"

06/23/23 - [RI](#) TDI/TCI maximum weekly benefit rates increased, effective 07/01/23

06/12/23 - [FL](#) enacts PFL rider law (similar to AR and TN)


06/01/23 - [MN](#) enacts new PFL law, effective 01/01/26

[View all updates](#) →



07/13/23 New Addition - Video

Overview Video - this brief video covers all the content and details of the compliance center along with how to navigate the pages.

[Watch the overview video](#) 



Added Features - Continued



11/16/23 New Addition - Compliance Checklist

A real-time resource document used to keep track of state family and medical leave updates that are unscheduled or scheduled to occur throughout the year. Download the checklist to save your personal notes as you complete action items, and check in regularly for the latest version.

Yearly State FML Updates Checklist

The checklist provided will help organize your yearly to-do items. Below is a key explaining each section of the checklist. Displayed are common yearly updates by state that may create employer action items. Larkin will monitor any law updates approaching or past the expected release date. This resource will be kept up to date in real-time, so please check back on or around an update if you are waiting for the status of a particular update(s). Any changes will also be announced via the Larkin Newsletter. Please note that not all states have yearly updates.

Law	Applicable state law
Employer eligibility	Eligibility requirements listed
Update type	Law Updates, rate updates, notices and poster updates
Employer actions	Your action items will be listed here, if any
Status	This is the status of the law update
Update ETA (Month/Date)	Estimated date of when the update is announced
Effective date	Estimated (est.) or confirmed (conf.) date the updates will be in effect
Done	Checkbox to help keep track of your progress

Navigate to the state!

Find employer eligibility based on employee state headcount below each state.

CA	DC	HI	MA
NE	NY	RI	WA

Unscheduled updates

The following states do not have scheduled yearly to-do items. Larkin will monitor any law updates approaching or past the expected release date, and any changes will be announced via the Larkin Newsletter. All unscheduled updates will also be reflected in the All Updates log within this checklist.

CO	LA	ME	MD	MN	
NH	OR	PR	TN	VT	WI