

Q&A for Maternity Leave policy

I recently went out on maternity leave but it was prior to the July 1 effective date. Will I be covered by this new policy? No, the policy applies only to benefit eligible faculty and staff who deliver on or after July 1, 2017.

Who qualifies for maternity leave? Any benefit eligible employee who gives birth on or after July 1, 2017 is eligible to receive a full-pay maternity leave benefit for the medical necessary portion of her leave regardless of her length of service with the University.

What is considered medically necessary? The American Congress of Obstetricians and Gynecologists and other medical bodies consider six weeks to be the minimum period of time needed for a new mother to recover from childbirth. The University will contract with The Hartford to independently evaluate leave requests — which include documentation from medical professionals — to determine the amount of medically necessary leave required.

Who will pay for the maternity leave benefit? The University will support this new benefit through regular salary pools.

How do I apply for maternity leave? Pregnant employees should contact the Office of Human Resources before giving birth to obtain the paperwork needed to file for maternity leave. Your treating medical provider will complete the medical certification form documenting the need for time off. This form should be returned, along with the leave request form, to the Office of Human Resources prior to the birth. The Hartford will review documentation that they require to evaluate the claim to determine the medically necessary period.

Will the new policy cover the entire time I am away from work? The new policy will cover the medically necessary portion of your leave only. If you wish to take paid time off beyond the medical portion of the leave as certified by your physician, you may charge vacation time up to the balance in your bank.

Will the medical portion of the leave be subtracted from my sick or vacation balances? No, the medical portion of the leave will be paid time that is not subtracted from either your vacation or sick balances, leaving those available to you.

May I choose to use vacation to cover the remainder of my leave after the medical portion? Yes, you may certainly charge up to your available balance to cover any additional time off beyond the medical portion of the leave.

May I choose to take unpaid time after the medical portion of my leave? Yes, you may choose to take all or a portion of the time off as unpaid, up to the FMLA limit of 12 weeks.

Am I still required to complete Leave of Absence paperwork? Yes, you will still be required to complete and submit the appropriate Leave of Absence paperwork. The forms can be found on the HR website in the Forms section under Employee Resources.

Will this paid time off be in additional to the time off permitted under the Family and Medical Leave Act? No, the medically necessary portion of the leave will be designated as Family and Medical Leave and therefore part of the 12 weeks permitted under FMLA.

How will the length of the medical portion of my leave be determined? A claim will be filed with The Hartford, the University's disability insurance provider, and a team of medical professionals will review the claim and determine the length of the medical portion of the leave.

Does this policy also apply for paternity or adoption leave? No, the policy covers the medically necessary portion of a leave for a woman who has given birth. Paternity and adoption leaves will continue to be eligible for protection under the Family and Medical Leave Act and the current policies regarding use of sick, vacation and unpaid time will continue to apply to these leaves.

What are the benefits for paternity and adoption leave? Both types of leaves are protected under the Family and Medical Leave Act and permit qualifying individuals to be away from work for up to 12 weeks. For both types of leave, three days of sick leave or salary continuation may be used and any additional time off may be charged as vacation or taken as unpaid time off.

Does the University have a reimbursement for adoption expenses? Yes, the University will reimburse 50 percent of eligible adoption expenses up to \$5,000 per adoption. Applications for reimbursement may be found on the HR website in the Forms section of Employee Resources.

As a nonexempt employee, how do I report the time off on my timesheet? During the medical portion of the leave, you should report using the maternity leave code on your timesheet. Once you have exhausted the medical portion of the leave, you will report vacation or leave the timesheet blank for those days you have elected to go without pay.

As an exempt employee, how do I report the time off on my leave report? During the medical portion of the leave, you should report using the maternity leave code on your leave report. Once you have exhausted the medical portion of the leave, you will report vacation or leave the leave report blank for those days you have elected to go without pay.