

You may be eligible for three types of medical leave for the birth of a child: Family and Medical Leave Act (FMLA), short-term disability (STD), and/or Paid Parental Leave

FMLA is a federal law that provides up to 12 weeks (60 working days) of unpaid, job-protected leave to eligible staff members. In order to qualify, you must have been employed by the University of Pittsburgh for at least 12 months, and you must have worked at least 1,250 hours for the University of Pittsburgh in the past 12 months. This law covers child care for the newborn child within one year of birth, the placement of a child for adoption or foster care and to care for a newly placed child within one year of placement.

STD is a University paid benefit that provides an income replacement of 60 percent of your weekly salary for your own medical condition. To qualify, you must be at least 50 percent effort, and you must have been employed by the University of Pittsburgh for at least six months. There is a 30 calendar day waiting period that you must complete prior to becoming eligible for STD payments. You must also exhaust your sick time prior to becoming eligible for STD payments.

Beginning July 1, 2017, Paid Parental Leave is a University-paid benefit that allows new parents to receive up to 20 days of paid leave for birth, adoption, or foster care. To qualify, you must be at least 50 percent effort, and you must have been in a benefits-eligible position at the University for six months. Additional details about this benefit can be found in the "Paid and Unpaid Time Off" section of the staff handbook.

Why should I apply for FMLA/STD?

FMLA leave is meant to protect you and your job. Even if you have paid time off to cover your entire leave, you are still required to file a claim. University policy requires that you file an FMLA claim if you have missed more than three consecutive work days. For example, if you are normally off on a weekend and you miss work Thursday, Friday, and Monday, you must file an FMLA claim on Tuesday if you are still unable to return to work.

How do I apply for FMLA/STD?

- Contact your supervisor or department administrator to inform them of your intent to take a medical leave.
- Contact MetLife at 1-888-777-7418 or go online at my.pitt.edu to file your FMLA and STD claims approximately a month before your due date. From my.pitt.edu, you will select My Resources, then Human Resources, then MetLife MyBenefits. MetLife will send you a packet of information that you must review. You and your attending physician must complete the forms in the packet. These forms must be returned directly to MetLife. Parental leave is a University Benefit. You do not need to apply for this benefit through MetLife.
- Within several days after giving birth, you must contact MetLife to inform them of your delivery date.

There are two parts to a maternity leave: medical and child bonding. What is the difference?

If you have a regular delivery, you will medically be eligible for six weeks of FMLA and STD, which run concurrently. If you have a

cesarean section, you will be eligible for eight weeks of FMLA and STD, which also run concurrently.

If you would like to take more than the six to eight week period to care for your newborn, you are able to open another FMLA leave for child bonding. You may be eligible for approximately six weeks of child bonding for a regular delivery, or approximately four weeks of child bonding for a cesarean section, for a total of 12 weeks.

The FMLA and STD claims are both administered through MetLife. MetLife will contact you before you exhaust the medical portion of your leave to open the child bonding portion. You will be assigned two different FMLA claims if you choose to take child bonding after the medical portion of the leave.

You are not required to use the child bonding portion of the leave immediately after the medical portion has expired. You are able to take it at any time during the baby's first year of life. Child bonding cannot be taken as an intermittent leave. Child bonding is also the type of leave granted for paternity leaves and foster/adoption placement.

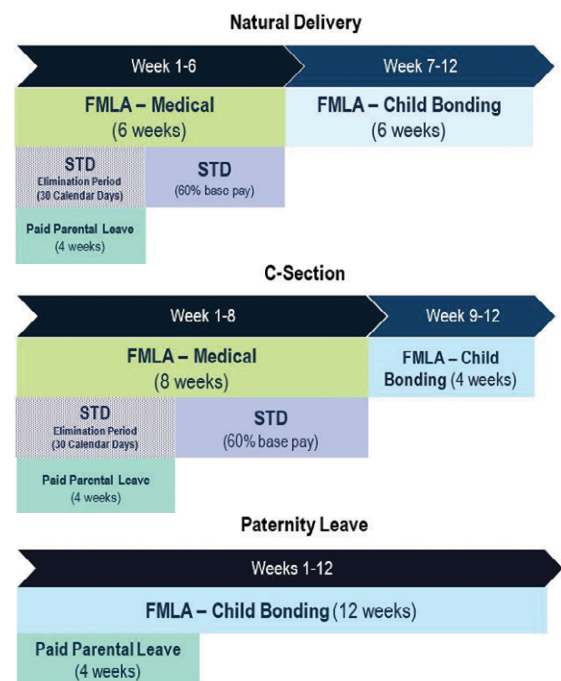
How will I be paid for short-term disability?

As mentioned above, short-term disability provides income replacement for your own medical condition. You may be eligible for six or eight weeks of STD leave depending on the type of delivery.

- You must complete a 30-day calendar waiting period before becoming eligible to receive STD payments. This is included in the six or eight weeks of medical leave that you are eligible for. Paid Parental Leave can help cover this unpaid time off.
- You must exhaust Paid Parental Leave, then your sick time before becoming eligible for STD payments.
- You may use your vacation and personal time to cover a portion of your leave after you have exhausted your sick time.

Many times, Parental Leave can fill most of the STD elimination period.

If your Parental Leave and paid time off covers the medical portion of the leave (six or eight weeks), you will not receive any STD payments.



Do I have to complete my PRISM TRKS time card while I am on FMLA/STD/Paid Parental Leave?

Yes, while you are on a paid leave you will be required to document the sick, vacation, and/or personal time that you use to cover your leave as well as the Paid Parental Leave. You will not be required to submit a time card while you are on an unpaid leave. Please work with your supervisor prior to your leave to determine if you are required to submit your own time cards or if your supervisor will submit them on your behalf while you are on an approved medical leave. If you are on an unpaid leave, you will not have access to your PRISM TRKS time card until your department submits paperwork to document your return to work.

Do I accrue vacation and sick time during a leave?

No, you do not accrue sick or vacation time, regardless of whether your time off is paid or unpaid. If your leave begins or ends on any day other than the first of the month, PRISM TRKS will calculate a partial accrual for those months based on the number of days worked.

Do I receive payment for University holidays and recess days during my leave?

A University holiday/recess day does not extend either a paid or unpaid leave. However, if you have sick or vacation days that you are applying toward the leave and these days fall before and after a University holiday/recess day, then you will receive pay for the holiday. You will not be paid for holidays/recess days that fall during the unpaid portion of your leave. You will not receive holidays/recess days that fall within a Paid Parental Leave period.

Am I eligible to take paternity leave for the birth of my child?

As a new father, you are able to take up to 12 weeks of FMLA leave during the first year of the baby's life which includes up to four weeks of Paid Parental Leave. You are required to exhaust your sick time during this leave after the completion of your paid parental leave. This leave cannot be taken intermittently. You are not eligible for short-term disability since the leave does not relate to your own serious health condition.

What should I do if I do not meet the eligibility criteria for FMLA/STD/Paid Parental Leave?

You may request a personal leave through your department. If approved, a leave of absence agreement outlining the details of the leave must be reviewed by the Employee Relations Department of the Office of Human Resources.

What happens to my benefits and other deductions while I am on FMLA/STD/Paid Parental Leave?

If you are on a Paid Parental Leave, use your paid time off to cover the leave, or are receiving STD payments, your earnings will be calculated and deductions will be taken in the following order: pretax

deductions, taxes, involuntary deductions, then voluntary deductions. If your paycheck is not enough to cover your deductions, you will be responsible for outstanding obligations that may result from deductions not taken. Depending on the length of time you will be on an unpaid status, you will either be directly billed for the cost of your health and welfare benefits by the Payroll Department, or the cost of the insurance will be deducted from your paycheck upon your return to work. It is your responsibility to ensure your premiums are paid.

Please contact the Benefits Department if you are currently using or planning to use educational benefits while on FMLA to ensure proper application of the benefit.

How do I add the baby to my benefits?

Your baby will automatically have medical insurance under the mother's insurance for 30 days. If you would like to add your baby to the University health and welfare benefits, you must submit an enrollment form and status change form to the Benefits Department within the first 60 days of the baby's birth or adoption. These forms are available on the Benefits Web site. You must also submit a copy of the baby's birth certificate or proof of birth or adoption.

What is required when I return to work?

You must contact your department to inform them of your return to work date. The end date of your leave must be the same date your FMLA claim is approved through.

If you do not return to the University at the end of an approved leave and work for at least 30 calendar days, you may be required to repay to the University premiums that were paid on your behalf as a staff member. Recovery of premiums will be made consistent with FMLA.

I was a temporary employee prior to being hired as a staff employee. Does my time as a temporary employee count towards FMLA eligibility?

Yes. Time as a University employee, including time worked as a temporary employee, counts toward FMLA eligibility. Time worked as a temp does not count towards STD/Paid Parental Leave eligibility.

What if I'm part of a collective bargaining unit?

Reference your collective bargaining agreement for your union's specific leave requirements and process.

Who do I contact if I have questions?

MetLife 1-888-777-7418
Benefits Department.....412-624-8160
Parking.....412-624-4034
Payroll Department412-624-8070
LifeSolutions..... 1-866-647-3432

Visit the new parent Web site at hr.pitt.edu/node/763.

For more information, review the Benefits leave Web site at hr.pitt.edu/benefits/medical_leave.

The information presented in this brochure is intended to provide a general overview of the disability plans. Plan documents and additional details may also be found at www.hr.pitt.edu/benefits. If there is a conflict between the brochure and the plan/contracts, then the plan and contracts will control. Benefits may be modified from time to time as required by applicable laws, and benefits may be modified or terminated as deemed necessary or appropriate by the University. Any such modifications or terminations will be communicated in writing as appropriate. Staff covered under collective bargaining agreements are governed by the terms of those agreements. No one speaking on behalf of the plans or purporting to speak on behalf of the plans can modify the terms of the plans in any way. The terms of the plans control in all instances.