

# USING YOUR LEAVE TO WELCOME A CHILD

Presented by Athena Jones August 9, 2018

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#### MATERNITY @ GEORGIA TECH



Welcoming a child can be a very exciting and stressful time for a family.

One initiative of President Peterson's Family Friendly Task Force is to ensure there is work-life balance to support growing families.

The Institute is in full support of taking time to bond with your new child.



#### FAMILY MEDICAL LEAVE ACT (FMLA)



FMLA is a federal law which allows for up to 12 weeks of jobprotected, unpaid leave in a 12-month period for birth or adoption of a child to eligible employees.

To be eligible, you must have at least one year of service and have worked 1,250 hours in the 12 months preceding your leave.

#### FMLA CONTINUED



## Why is FMLA Important?

- FMLA gives you the right to return to the same or equivalent position you had before going on leave
- Your benefits are maintained
- You are protected against adverse action or discrimination

## **COMPENSATION WHILE ON LEAVE**



## **Using Short-Term Disability (STD) Benefits**

- MetLife is vendor
- 14-day elimination period
  - Use accumulated sick time for missed days of work (two weeks)
- Disability Payments
  - Six weeks for natural delivery (60% of gross salary)
  - Eight weeks for cesarean delivery
  - Cannot use Sick or Vacation time during STD payment periods
- Time off beyond STD
  - Must use vacation time
  - Sick time cannot be used during this time unless for doctor visits
  - Exhausted vacation balance = Unpaid status within 12-week FMLA period

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## COMPENSATION WHILE ON LEAVE



#### **Using Donated Sick Leave**

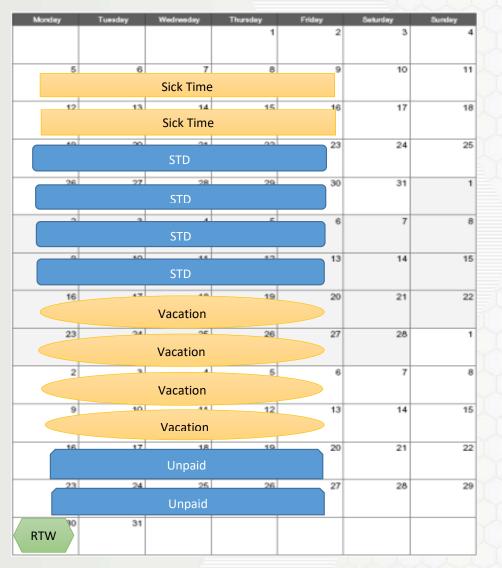
- To request hours from the Donated Sick Leave pool, you must be a member
- Donated Sick Leave Membership requires a one-time sick leave donation of a minimum of eight (8) hours/maximum of 80 hours during Open Enrollment via TechWorks
- You must retain at least 40 hours accrued sick leave bank as of January 1st
- Members may request Donated Shared Leave for any qualifying purpose which meets the Family and Medical Leave Act (FMLA) definition of a serious health condition, <u>including birth of a child</u>

# EXAMPLE #1 - USING SHORT TERM DISABILITY



Jane is an FMLA eligible employee who had a natural delivery on the 5<sup>th</sup> of the month. Jane has 120 hours of sick time and 160 hours of vacation time available as of the start of her leave and plans to utilize her full 12 weeks of FMLA entitlement. She is also enrolled in short term disability and filed a claim. Jane's pay will be as follows:

## EXAMPLE #1 – USING SHORT TERM DISABILITY



Georgia Tech

Blue – not paid by GT

In this example, the STD claim is approved from 1/5 - 2/13; however the benefits are payable as of 1/19 because of the 14 day elimination period

# COMPENSATION WHILE ON LEAVE (CONTINUED)

# Georgia Tech

# Not enrolled in STD?

- Use Sick time
  - Six weeks for natural delivery
  - Eight weeks for cesarean delivery
- Use Vacation time until you return to work within 12 week FMLA period

# EXAMPLE #2 – USING ACCRUED TIME ONLY



Ann is an FMLA eligible employee who had a natural delivery on the 5<sup>th</sup> of the month. Ann is not enrolled in short term disability; she has 120 hours of accrued sick time and 110 hours of accrued vacation time. Ann's pay will be as follows:

## EXAMPLE #2 – USING ACCRUED TIME ONLY





#### **BENEFITS WHILE ON LEAVE**



## **Using STD/unpaid status**

- Will not receive a GT paycheck
- OneUSG Connect will bill you for your premiums (employee rate)

#### Using Sick/Vacation time only

Receive Georgia Tech paycheck with benefit deductions

#### **BENEFITS WHILE ON LEAVE**



## **Adding a Newborn to Benefits**

- Make change on OneUSG Benefits portal ("Life Events")
- Upload a copy of Confirmation of Birth from hospital
- Must add child within <u>30 days</u> of the baby's birth

#### **BENEFITS WHILE ON LEAVE**



## **Suspending Benefits**

- Call OneUSG Service Center (844/587-4236)
- May re-enroll within <u>30 days</u> of returning to work
- Re-enroll during annual open enrollment

## **RETURN TO WORK**



#### **FMLA Return to Work Form**

- Physician must complete
- Must be submitted to Georgia Tech Human Resources BEFORE resuming any work activities – including teleworking

#### **IMPORTANT FORMS**



## 1. FMLA Request

Submit 30 days prior to leave date, if possible

# 2. STD Claim (if enrolled)

Initiate 30 days prior to estimated delivery date

# 3. Certification of Health Care Provider

- For all Cesarean births OR if complications develop
- Submit 15 business days prior to leave date

## 4. Return to Work Authorization

Submit two days prior or on date you resume working (in office <u>or</u> telecommuting)

## RESOURCES



Athena Jones Office of Human Resources Leave Management Specialist (404)385-2377 athena.jones@ohr.gatech.edu

http://ohr.gatech.edu/forms/#leaveOfAbsence