



CHILDREN'S STUDY HOME  
SPRINGFIELD, MA 01109

SUBJECT:	PAID FAMILY MEDICAL LEAVE ("PFML")	POLICY #:	<u>B4</u>
SECTION:	BENEFITS	DATE:	<u>December 2020</u>
		REVISED:	<u>                    </u>

**POLICY:**

The Paid Family and Medical Leave (PFML) is a mandatory statewide insurance program that will provide almost every Massachusetts employee with paid time off to give or receive care. During this leave, an eligible employee is entitled to continued group health plan coverage as if the employee had continued to work. At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or to an equivalent position.

**POLICY GUIDELINES:**

**Employee Eligibility Criteria Under the Program:**

Generally, an employee is covered and may be eligible for paid family medical leave under the law if s/he is eligible for unemployment in Massachusetts and paid wages by a Massachusetts employer.

**Covered Reasons and Time Off Under the Program**

If you qualify, this program will allow you to take up to 12 weeks to:

- Bond with a new child;
- To care for a family member with a serious health condition;
- For time needed to prepare for a family member's pre-and post-deployment activities and
- Time for childcare issues related to a family's military deployment ("qualifying exigency").

Up to 20 weeks is available under the program to attend to an employees' own serious health condition and up to 26 weeks is available to attended injured family service member.

Despite the reasons stated above, the program is capped up to a total of 26 weeks available in a 12-month period (which is measured on a rolling forward basis; commencing on the Sunday immediately preceding the onset on PFML).

**Payment of Premiums:**

The program is funded by premiums paid by both employees and employers. While the total premium (comprised of both employer and employee contributions) is set at 0.71% of wages, the percentage is subject to future change.

Based upon the contribution rate in effect, The Children's Study Home calculates and withholds premiums from your paycheck and send, both individual and agency contributions to Principal Insurance Company.

## **Taking Leave**

Starting in January 1, 2021, employees may begin to apply to Principal insurance for benefits under this program. Therefore, employees seeking to take time off for covered reasons who intend to file for benefits with Principal Insurance, need to provide The Children's Study Home with thirty (30) days advanced notice where the leave is foreseeable. For leaves that are necessitated for reasons beyond the employee's control, notice need to be provided as soon as practical.

## **Benefits**

While an employee is required to provide notice to The Children's Study Home, this agency is not involved in the benefits claim process with Principal. Employees seeking to apply for benefits can reach out to Human resources to obtain the appropriate forms. Only Principal Insurance can evaluate your eligibility for benefits and determine how much you will receive. While the current maximum under the program is set at \$850/week, this amount is subject to changes. Similarly, not all employees may be eligible or disputes surrounding a determination on this benefit including options to appeal determinations, should likewise be directed to Principal Insurance.

## **Employees Responsibilities During a PFML**

Employees who go out on leave covered under Principal Insurance are required to follow the periodic reporting and call-in procedures as set forth under Agency policy. Also, if an employee is on The Children's Study Home group health plan, and if you contribute to the cost of your health insurance, you will be responsible to continue paying your portion of the premium. Paternity leave, WC, STD, and FMLA will run concurrently, when possible.

## **Employees Responsibilities Upon Returning from PMFL**

Employees who go out on a PFML for their own serious health condition will be required to provide a fitness for duty letter from their health care provider prior to resuming their job responsibilities.

## **Employee Job Protection**

Employees who return from leave under this law will be restored to their previous or an equivalent position with the same status, pay, benefits, and seniority. The Children's Study Home is prohibited from discriminating or retaliating against an employee for taking PFML.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name