

FMLA, PERSONAL LEAVE, & SHORT TERM DISABILITY



AN OVERVIEW ABOUT FMLA, PERSONAL LEAVE, AND SHORT TERM DISABILITY FOR ALL EMPLOYEES AND MANAGERS OF PENN HIGHLANDS HEALTHCARE.

FMLA - Continuous & Intermittent:

Provides job protection for 12 weeks of leave (with or without pay) within a 12 month period as long as the employee has been employed at least one year and worked at 1,250 hours during the previous 12 month period.

• **FMLA Qualifying Events:**

- To care for a parent, spouse, son or daughter (of any age) or next of kin who is a covered service-member with a serious illness or injury;
- Because of a qualifying exigency arising out of the fact that a spouse, parent or son or daughter (of any age) is on active duty or called to active duty in support of a contingency operation as a member of the National Guard, Reserves or Regular Armed Forces;
- Birth of a child and to care for the newborn child (leave must conclude within 12 months of the birth);
- Placement with the employee of a child for adoption or foster care (leave must conclude within 12 months of placement);
- Care of the employee's spouse, child, or parent who has a serious health condition;
- A serious health condition that results in the employee being unable to perform the functions of his/ her job

Personal Leave of Absence

- Can be requested by any employee if they do not qualify for FMLA leave
- Is available regardless of length of employment and number of hours worked in the previous 12 month period.
- DOES NOT carry the same position protection as FMLA

Short Term Disability

Short Term Disability is for wage protection (payments to the employee). Full time employees can apply for Short Term Disability at the same time that they apply for FMLA or when they submit a personal leave request for the employee's own serious health condition. To be clear, Short Term Disability is only for loss of wages due to the employee's own serious health condition.

Benefit Time (SICK or PTO):

If an employee is on a leave for their own serious medical condition Sick time or PTO can be used for any day that the employee is not being paid STD. If an employee is on a leave for the care of their sick dependent child, Sick time or PTO can be used.

Maternity Leave and Benefit Time:

The first 6 weeks of maternity leave are considered medical. If an employee requires a surgical delivery, the first 8 weeks of the maternity leave are considered medical.

FOR QUESTIONS OR CONCERNS, PLEASE CONTACT THE BENEFITS DEPARTMENT AT BENEFITS@PHHEALTHCARE.ORG.

www.phhealthcare.org