

## FMLA, PERSONAL LEAVE, & SHORT TERM DISABILITY



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

In this document, individuals will learn more about **FMLA, Personal Leave, and Short Term Disability.**

#### **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

NOTE: Employees off work that are receiving workers compensation will not be eligible for short term disability, but must still protect their job with either FMLA or Personal Leave.

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## Your *BENEFITS*

### • **FMLA Employee Responsibility:**

30 days prior to the anticipated leave date or within 7 days of the start of an unexpected leave, employees must do two things.

- Notify their supervisor of the incident or need for absence (current or future). Employee must provide information regarding the absence but no specifics need to be given such as a medical diagnosis for non-work related injuries or illness.
- Notify Metlife. There are two ways to notify Metlife and file the claim(s).
  - Call Metlife @ 1-833-622-0135
  - Go to Metlife's secure web portal at [mybenefits.metlife.com](http://mybenefits.metlife.com). Using this portal, will allow the employee to track the date and time of all correspondence. Employees who call Metlife first, can also use the portal for follow up documentation and tracking.

Once the leave begins, if the employee wants to use PTO or sick in their upcoming pay, they must notify their timekeeper/manager prior to payroll cut off for timecard edits. No assumptions will be made regarding adding time to the time card.

Once the leave begins, the employee with an approved STD claim, will notify Metlife any time that they use PTO or Sick time. Employees are not to be paid STD monies for a day that PTO or Sick time was used.

Metlife will be processing the FMLA claims for all employees and STD claims for full time employees so there is no need for employees to notify the Benefits department of their leave unless they need assistance with the process.

### • **FMLA Manager Responsibility:**

- If the employee is unable to file/start their claim, the manager can call Metlife on the employee's behalf to start the claim process. The phone number is 1-833-622-0135. If you are unsuccessful in reporting the absence, please contact Benefits for assistance.
- Managers must keep timekeepers informed regarding employee status so that they can properly code the time cards.
- Verify that timekeepers are following proper coding practice while employees are not working their scheduled hours.
- Verify that employees are not using Benefits time while receiving STD and verifying that when Sick time is being used, it is only being used for the employee's own medical condition or for the care of a dependent child.

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## Your *BENEFITS*

### Personal Leave of Absence

- Can be requested by any employee if they do not qualify for FMLA leave. The form is available to managers and employees from the Benefits Information section of INFOR. The approved Personal Leave is to be sent to Benefits.
- 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. PLOA are to be approved or denied by the employee's supervisor.
- The supervisor may approve personal leave in increments of 30 days periods. The maximum amount of personal leave that can be approved is 90 days total in a 12 month period.

### 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.

If a full time employee, chooses to apply for short-term disability benefits, Short Term Disability will pay the employee 50% of their gross wages. When approved for Short Term Disability, the first 7 days will be a "waiting week" therefore Short Term Disability can begin payments starting week 2 and up to week 26.

During the waiting week, an employee can go unpaid, use PTO, or use Sick (for own medical condition). Please be aware that you may not receive Short Term Disability benefits AND PTO or sick time for the same date. If the employee does apply for Short Term Disability and decides to use any benefit time during the Short Term Disability payment period, the employee must report the use to Metlife.

### 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.

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## Your *BENEFITS*

### 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. Only during these weeks can an employee use Sick time (and that is if they are not being paid Short Term Disability for that day).

After the medical portion of the leave is complete, there will no longer be Short Term Disability or Sick time. The remaining balance of the 12 week leave is either unpaid or paid as PTO when the employee requests to use their PTO. The employee must apply for a child bonding leave in conjunction with their medical leave when applying for FMLA for maternity.

### Metlife

- Will collect all necessary information to process leave requests.
- Will approve or deny FMLA as well as Short Term Disability
- Will track the absence against the employee's annual FML entitlement
- Will provide the employee with the necessary communications regarding their rights and responsibilities under the FMLA and provide all statuses
- Will ensure that PHH is apprised of the status
- Will request periodic updates on the employee's or their family member's health status

### Timekeepers

Code every hour missed during the approved FMLA dates, with FMLA coding. Add a second line for any PTO or Sick to be paid while on FMLA. If the employee is on a personal leave always use the PTO or the Sick code for that day. If the employee is going without pay, key in 0 hours, otherwise enter the number of hours to be paid. ALWAYS add a note if the day is for Personal Leave.

If the employee requests	Use pay code	Hours to enter	Which equals
To use PTO during time off	PTO CTO w/ Shift for <i>hourly</i> employees OR PTO for <i>Exempt</i> employees	Number of hours requested – not to exceed amount available	PTO being paid
To use SICK, and is eligible to do so, during time off	SICK	Number of hours requested – not to exceed amount available	SICK being paid
To go unpaid during time off	Absent – No Pay	Number of hours missed for that day scheduled	No pay

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## Your *BENEFITS*

### Employees on FMLA or Personal Leave

- Employees on unpaid leave are required to pay premiums for all plan benefits and Metlife voluntary benefits. Benefits should be paid within 30 days of the date that the deductions would have been withheld.
- There are three options for premium payments for an unpaid leave:
  - Payment of premiums from your pay with pre-tax dollars through salary reductions prior to your leave
  - Payment of premiums with post-tax dollars during your leave via check
  - Payment of premiums upon return to work with pre-tax dollars through salary reduction for benefits not over 30 days due.
- Send checks made out to Penn Highlands Healthcare, to Attn: Benefits, 100 Hospital Avenue, PO Box 447, DuBois, PA 15801
- To verify the amount of your bi-weekly deductions, please review your pay statement in INFOR prior to going on leave, if possible. You may even want to print out a pay statement so that you will have record of the amounts.
- If an employee requests sick or PTO time to be entered during their leave, deductions for benefits will be taken from the employee's pay.
- Access your Penn Highlands email AND log into INFOR regularly so the employee accounts do not deactivate. If you experience technical difficulties accessing your email or INFOR accounts, contact MIS at 814-375-3070.

*FOR QUESTIONS OR CONCERNS, PLEASE CONTACT THE BENEFITS DEPARTMENT AT [BENEFITS@PHHEALTHCARE.ORG](mailto:BENEFITS@PHHEALTHCARE.ORG).*