Success At Wes
Leaves Of Absence
“What You Need To Know as a Supervisor”
Review:

- Federal/Connecticut Family & Medical Leave Acts (FMLA and CT FMLA)
- Leave Types - Continuous and Intermittent Leave
- Connecticut Paid Leave (CT PL)
- Leave of Absence Allowed Reasons & Covered Family Members
- Applying for a Leave of Absence
- Payment Schedule While on Leave
- Employer/Supervisor/Human Resources Responsibilities
- Workplace Accommodations
- Resources
- Who To Contact
- Questions!
Federal/Connecticut Family & Medical Leave Acts
(FMLA & CT FMLA)
Federal and Connecticut Family & Medical Leave Acts (FMLA & CT FMLA)

The Federal Family and Medical Leave Act and Connecticut Family and Medical Leave Act allow eligible employees to take job and benefit-protected time away from work for certain family and medical reasons.

Federal FMLA and CT FMLA run concurrently depending on the circumstances necessitating the leave. When both the FMLA and CT FMLA apply, the leave provided by each will count against the employee’s entitlement under both laws.
Federal Job-Protected Family and Medical Leave Act (FMLA)

- Must be employed at least 12 cumulative months in the last seven years unless the break in service is due to an employee’s fulfillment of military service (in which case, the time is not counted towards the 12-months)
- Must have worked at least 1,250 hours within a 12-month period prior to the start of the leave
- Military Caregiver - Up to 26 weeks in a 12-month period for military caregiver leave
- Spouse eligibility – When both spouses work for Wesleyan, they share their 12-week job-protected leave entitlement if the reason for leave is:
  - To bond with a newborn child, newly adopted child, newly placed foster care
  - To care for a parent with a serious health condition

Connecticut Job-Protected Family and Medical Leave Act (CT FMLA)

- Employed by the employer for at least 3 months
- No hours worked requirement
- Up to 12 weeks in a 12-month period for all qualifying leave reasons
- Military Caregiver - Up to 26 weeks in a 12-month period for military caregiver leave
- Family Violence - Up to 12 days in a calendar year can be used for family violence leave, per the Family Violence Leave Act
- Pregnancy Incapacity - An employee may be eligible for 2 additional weeks of leave for incapacity during pregnancy
- When both spouses work for Wesleyan, they share their 12-week job-protected leave entitlement if the reason for leave is:
  - To bond with a newborn child, newly adopted child, newly placed foster care
  - To care for a parent with a serious health condition
- Federal Job-Protected Family Leave eligibility requirements are secondary to the CT FMLA
Federal, Connecticut Family & Medical Leave Acts
Leave Types
(FMLA & CT FMLA)
**Continuous Leave of Absence**

Continuous FMLA leave is FMLA leave that is taken and not broken up by periods of work. Continuous FMLA leave is typically when an employee is absent for more than three consecutive business days and has been treated by a doctor.

**Intermittent Leave of Absence**

Intermittent FMLA leave is an option for employees who need to use FMLA leave in a more flexible manner. Intermittent leave involves the use of days or hours, broken down into increments, to receive treatment for the employee’s own serious illness or to care for a family member with a serious illness.

**Reduced Schedule**

Reduces an employee’s usual number of working hours per workweek, or hours per workday

**Note:** Reduced schedules and intermittent leaves for birth or placement of a child will be reviewed and approved on a case-by-case basis.
Connecticut Paid Leave
(CT PL)
Connecticut Paid Leave (CT PL)

The Connecticut Paid Leave Program provides eligible employees with income replacement benefits for qualifying events but does not provide job-protected leave.
Non-Job Protected Connecticut Paid Leave (CT PL)

- Currently employed and working in Connecticut; or
- Was employed and working in Connecticut during the past 12 weeks
- Earned at least $2,325 in the highest earning quarter of the first 4 of the past 5 quarters (from 1 or more employers)
- Up to 12 weeks in a 12-month period for all qualifying leave reasons including military caregiver leave
- Family Violence - Up to 12 days of the 12 weeks could be used for income replacement during family violence leave
- Pregnancy Incapacity - An employee may be eligible for 2 additional weeks of income replacement during leave for incapacity during pregnancy
- Spousal Eligibility - Spouses are not required to share their 12-week paid leave benefit entitlement for any reason
Federal/Connecticut Family & Medical Leave Acts
Connecticut Paid Leave
Allowed Reasons
(FMLA, CT FMLA & CT PL)
<table>
<thead>
<tr>
<th>CT FMLA</th>
<th>Federal FMLA</th>
<th>CT PL</th>
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</thead>
<tbody>
<tr>
<td>▪ The birth of a child and care within the first year after birth</td>
<td>▪ Birth of employee’s newborn child</td>
<td>▪ Receive treatment or recover from their own serious health condition, including pregnancy and serving as an</td>
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<tr>
<td>▪ The placement of a child with an employee for adoption or foster</td>
<td>▪ Placement of child with employee for adoption or foster care</td>
<td>organ or bone marrow donor</td>
</tr>
<tr>
<td>care and care for that child within the first year after placement</td>
<td>▪ Providing care for an employee's parent, child, or spouse with serious</td>
<td>▪ To care for a family member who has a serious health condition</td>
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<tr>
<td>▪ To care for a family member with a serious health condition</td>
<td>health conditions</td>
<td>▪ To bond with their new-born child or child who has joined their family through adoption or foster care</td>
</tr>
<tr>
<td>▪ Because of the employee’s own serious health condition</td>
<td>▪ Employee’s own serious health condition</td>
<td>▪ To care for a parent, spouse, child or next of kin who was injured in the line of duty on active duty in the</td>
</tr>
<tr>
<td>▪ To serve as an organ or bone marrow donor</td>
<td>▪ Any qualifying exigency when employee’s spouse, child or parent is on</td>
<td>military</td>
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<td>▪ To address qualifying exigencies arising from a spouse, son, daughter,</td>
<td>active duty or is notified of impending call or order to active duty in</td>
<td>▪ To address specific exigent circumstances associated with the deployment of a parent, spouse, or child to</td>
</tr>
<tr>
<td>or parent’s active-duty service in the armed forces; or</td>
<td>Armed Forces; or</td>
<td>overseas military duty; and</td>
</tr>
<tr>
<td>▪ To care for a spouse, son, daughter, parent or next of kin with a</td>
<td>▪ Caring for a spouse, child, parent or next of kin who is a covered service</td>
<td>▪ To address specific situations associated with the fact that they are experiencing family violence</td>
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<tr>
<td>severe injury or illness incurred on active duty in the armed forces</td>
<td>member with a severe injury or illness</td>
<td></td>
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<tr>
<td>▪ Family violence (up to 12 days in a calendar year)</td>
<td></td>
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</table>

FMLA, CT FMLA & CT PL
Allowed Reasons
<table>
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<td>▪ Spouse</td>
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</tr>
<tr>
<td>▪ Sibling</td>
<td>▪ Child</td>
<td>▪ Child</td>
</tr>
<tr>
<td>▪ Child</td>
<td>▪ Parent</td>
<td>▪ Parent</td>
</tr>
<tr>
<td>▪ Parent</td>
<td>Note: Federal FMLA allotment will not be reduced if CT Paid Leave or CT FMLA is used for a non-qualifying dependent under federal FMLA</td>
<td>▪ Spouse’s Parent</td>
</tr>
<tr>
<td>▪ Grandparent</td>
<td>▪ Child</td>
<td>▪ Child’s Spouse</td>
</tr>
<tr>
<td>▪ Grandchild</td>
<td>▪ Parent</td>
<td>▪ Grandparent</td>
</tr>
<tr>
<td>▪ Individual relation to the employee by blood or affinity relationship</td>
<td>▪ Spouse’s Grandparent</td>
<td>▪ Spouse’s Grandparent</td>
</tr>
<tr>
<td></td>
<td>▪ Sibling</td>
<td>▪ Sibling</td>
</tr>
<tr>
<td></td>
<td>▪ Sibling-In-Law</td>
<td>▪ Sibling-In-Law</td>
</tr>
</tbody>
</table>

**Military/Qualifying Exigency:**
- Spouse
- Child
- Parent
- Next of Kin

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- Spouse
- Child
- Parent
- Next of Kin
Applying for a Leave of Absence
To apply for Federal FMLA, CT FMLA and Short-Term Disability:

- Staff - Contact Human Resources at benefits@wesleyan.edu or 860-685-2100 at least 30 days in advance when the reason for leave is foreseeable.
- Faculty - Contact your Department Chair and the Associate Provost for an academic leave approval, then contact Human Resources.

To apply for Connecticut Paid Leave benefit:

- Apply to the CT Paid Leave Authority for Paid Leave Benefits at www.ctpaidleave.org or by calling 877-499-8606.
- You will be supplied with the forms required based on the type of leave requested.
- All types of leaves require the employee to provide an Employment Verification Form from CT Paid Leave’s third-party administrator, AFLAC. After applying you will receive a Case Number which should be sent to benefits@wesleyan.edu for completion of the Employer Verification Form. If you have other employers, you must provide a form to each employer.
- Notify benefits@wesleyan.edu that you have applied for leave.
- It is the employee’s responsibility to obtain all required forms and documentation and provide them to the State’s third-party administrator, Aflac.
All leave of absence requests are processed through WorkForce Time - ACT Leave Management system located in WesPortal.
ACT will require the employee to enter information pertaining to their leave of absence request, such as, start/end dates, leave reason, type of leave and medical provider information, branch of military, etc.

- **Employee:** Stumpf, Lauren A. Davis
- **Estimated Start Date:** 04/15/2024
- **Estimated End Date:** 05/20/2024
- **Reason:** Custom dropdown menu with options including:
  - Pregnancy and Childbirth
  - Donation
  - I have a Health Condition
  - Child Bonding
  - Child Placement
  - Other Person Health Condition
  - Military Deployment
  - Military Exigency
  - Disaster Response
  - Declared Emergency
  - Crime Victim
  - Other

**Questions:**

- **What is the name of the primary medical provider treating this condition?**
  - Dr. Yolanda West

- **During this leave, I expect to be away from work?**
  - All day, every day

- **How would you prefer to receive paperwork (forms, letters, etc.) related to this leave?**
  - Email

- **Enter the email address we should use.**
  - lstumpf@wesleyan.edu

- **I certify that the answers to the questions above are true based on my knowledge and belief.**
  - Yes

- **The questionnaire is complete! (You may edit any answer by clicking on it.)**

- **Finish creating case**
- **Change responses to preliminary questions**

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WorkForce Time - ACT
After the employee completes their leave request questionnaire, Human Resources will receive a notice from ACT and the request will be assigned to a Benefits Specialist.

What to expect next as a Supervisor:

- Pre-approved notice if the employee is eligible for a leave
- Leave of Absence Supervisor Checklist
- Employee Assistance Program (EAP) Overview
- Final approval notice
- Updates for any leave changes
- Return-to-work notice
Payment Schedule While on Leave
The State of Connecticut will be the primary payer for leave types that qualify for CT PL. Wesleyan will be considered the secondary payor for parental leave and short-term disability (STD) benefits.

Wesleyan will supplement the State-provided paid leave benefit for employee medical leave according to the schedule of STD benefits or applicable bargaining unit contract. The total payments to the employee from the State’s paid leave program and Wesleyan’s STD will not exceed 100% of the employees' regular earnings (weekly, semi-monthly or monthly).

In the case of coordination with Wesleyan’s short-term disability coverage, only State-paid benefits will apply during the short-term disability elimination period. No Wesleyan short-term disability benefit will be paid during this time.

Similarly, Wesleyan will supplement the State-provided paid leave benefit for family leave according to the faculty and staff schedule of benefits outlined in the faculty and staff handbooks or applicable bargaining unit contracts. The total payments to the employee from the State’s paid leave program and Wesleyan’s parental leave benefit will not exceed the amounts listed in faculty and staff handbooks or applicable bargaining unit contracts.
**Wesleyan CT PL Income Replacement Loan**

If there will be a financial hardship for an employee based on the above schedule of pay, the employee may request that Wesleyan pay the State’s benefit portion in advance of actual receipt from the State. If approved, the employee must sign a promissory note and reimburse the University within 30 days of receiving their CT PL notice of approval for paid benefits.

**Benefit Deductions**

If the Wesleyan benefit payment does not allow for full benefit deductions, the employee will be directly billed through Wesleyan’s benefit billing administrator, Group Dynamic Inc. (GDI) or the employee can make double deductions upon their return to work.

**Paid Time Off Accrual**

Employees will continue to accrue vacation and sick time (if applicable) during any paid time off period.

Employees will not be required to use accrued paid time off (PTO) for the Federal or CT FMLA or CT PL programs. An employee may choose to supplement pay with accrued paid time off, however, under no circumstances will more than 100% of an employee’s normal earnings be paid from all pay sources (the State benefit, Wesleyan’s benefit, and paid time off).
Employee - Supervisor - Human Resources
Responsibilities
Responsibilities

Employee

- Understand and comply with Federal/State laws and leave of absence policies
- Provide sufficient and timely notice of the need for leave:
  - Foreseeable Leave 30 - 45 days notice
  - Unforeseeable Leave - as soon as feasible
- If requested by the employer:
  - Provide certification to support the need for a leave
  - Provide periodic status reports
- Provide fitness-for-duty certification (Doctor’s Note)
- Ensure that time off is accurately recorded, including reporting intermittent days taken (or mandatory OT shifts or shift changes)
- Provide as much notice as possible for absences or return-to-work date
Responsibilities

Supervisor

- Recognize when an employee’s absence may fall under a leave category, the employee doesn’t have to specify “it’s FMLA”.
- Understand and comply with Federal/State leave of absence laws and the University’s leave of absence policy.
- Medical information from FMLAs is HIPAA protected - do not discuss leave of absence details with other employees.
- Refer all medical documentation to Human Resources.
- Ensure that the employee’s time off is accurately recorded.
- Plan for coverage of the employee’s job duties while the employee is absent and support the employee’s co-workers.
- Evaluate need for temporary help – understand funding sources. Reach out to Human Resources for information.
- Consider a return-to-work itinerary/plan with department upon employee’s return.

When in doubt always consult with the Human Resources.
Responsibilities

Human Resources

- Provide explanation of the Leave of Absence process and the necessary notice documents/forms to the employee
- Communicate with supervisor/manager on the status of an employee’s leave request and updates during the leave
- Maintain Leave of Absence records
- Maintain employees time sheets for income replacement plans (CT PL, STD, PTO).
- Maintain group health insurance
- Liaison between supervisor and employee
- Lead conversations concerning return to work accommodations, if applicable
- Restore the employee to same or equivalent job and benefits during the protected leave period
Non-Retaliation Policy
Non-Retaliation

Wesleyan will not retaliate or discriminate against an employee for exercising their Federal or CT FMLA rights. Additionally, Wesleyan will not discharge, cause to be discharged, or in any manner discriminate against any individual because the individual has filed a charge, provided information, or testified in connection to an inquiry or proceeding, related to the violation of rights provided by Federal or CT FMLA. Employees who believe their FMLA or CT FMLA rights have been violated in any way should immediately report the matter to Human Resources.
Workplace Accommodations
Workplace Accommodations

- If an employee is unable to return to full duty at the end of their leave of absence or asks for other workplace modification(s), contact Human Resources at benefits@wesleyan.edu to discuss options.

- Reasonable accommodation requests should be consistent with ADA (Americans with Disabilities Act) and may differ from the employee’s specific request. This is an interactive process with the employer, supervisor/manager, Human Resources, healthcare provider and the disability provider.

- Designed to assist employee in completion of primary responsibilities (i.e., essential functions) - not change the job.

- Requests are evaluated on a case-by-case basis.

- Human Resources can coordinate ergonomic assessments, if needed.
Resources

Human Resources Leave of Absence and Time Off

Federal and Connecticut Family Medical Leaves of Absence and Connecticut Paid Leave Policy
https://www.wesleyan.edu/hr/pdfs/Federal%20and%20CT%20Medical%20Leave%20Policy.pdf

Connecticut Paid Leave Authority
www.ctpaidleave.org

Wesleyan Short-Term Disability Policy
https://www.wesleyan.edu/hr/pdfs/CT%20PL%20Primary%20Language%20Wesleyan-%20Unum%20Short%20Term%20 Disability%20SPD%201-1-22.pdf

Wesleyan Long-Term Disability Policy
https://www.wesleyan.edu/hr/pdfs/LTD%20Benefit%20Summary%20-%20Wesleyan%20University%20Class%201.pdf

BHS Employee Assistance Program (EAP)
800-327-2251
https://www.wesleyan.edu/hr/pdfs/EAP%20SOS%20WESLEYAN%202023.pdf

Americans with Disabilities Act
https://www.ada.gov/index.html
https://www.eeoc.gov/eeoc/publications/ada-leave.cfm
Who to Contact!

Email Questions
To
benefits@wesleyan.edu