

## M&P Maternity Leave Info Sheet

Maternity Leave is comprised of two separate, distinct leaves: Pregnancy Leave (for birth and recovery) and Child Rearing (for bonding with your newborn or newly adopted child).

### Pregnancy/Childbirth Leave

- An absence related to pregnancy/childbirth may begin up to 2 weeks prior to your estimated due date and ends 8 weeks after the birth of your child.
- You are eligible to apply (through The Standard) for income replacement Short Term Disability (STD). For staff working in Connecticut, you **must** apply to the Paid Family and Medical Leave (PFML) benefits program, as University-paid benefits will be reduced by the CT PFML rate. *Note that individuals who work in a state other than Connecticut which has implemented a PFML program must apply for state benefits through that state’s process.*

Week 1	Sick days or paid time off (PTO), if no sick days are available, can be used to cover the 1 week waiting period. If PFML applies, accrual usage reduced by amount.
Weeks 2-8	<p>100% Short-Term Disability salary coverage starts as of week 2 minus deductible income (which includes PFML income). You must apply for PFML benefits, as wages will be reduced based on eligibility for the program.</p> <p><b>NOTE: Depending on delivery date, benefit will typically end 8 weeks after birth.</b></p>
Weeks 9-26	<p><b>If you begin leave two weeks prior to your due date and/or if medical reasons determine a need to extend this leave past the 8<sup>th</sup> week after delivery, STD may continue during weeks 9-26.</b></p> <p>60% salary coverage begins minus deductible income (which includes PFML income). You may increase your pay above 60% during weeks 9 – 26 by supplementing the coverage with our own accruals to make up for additional wages not covered by the plan or PFML.</p>



### **Child Rearing/Bonding Leave**

- This leave may be taken immediately after Pregnancy/Childbirth Leave ends or within the first year following birth or adoption.
- This leave can be requested for up to 26 weeks. This is one continuous duration of time to be taken within the first year following birth or adoption.
  - Employees may request to return to work on a temporary reduced schedule (with department approval) following a continuous portion of this leave, provided the total duration of time is within the 26 weeks.
- Parental Pay Benefit
  - The first 8 weeks of an approved Child Rearing/Bonding Leave are paid by Yale via the Parental Pay benefit, minus any applicable CT PFML. You **must** apply to the PFML program, as University-paid benefits will be reduced based on eligibility for the program. While this benefit is typically applied during the first 8 weeks of Child Rearing Leave, it may be applied differently upon request, provided it continues to be applied in a continuous block of time (at the minimum, a 1 week block is the shortest duration of time).
  - Paid Parental can be used on a reduced schedule if CT PFML is not applicable, but the total duration of paid time may not extend beyond 8 weeks or 40 days (i.e. a day counts as a day, even if it is used as a half day).
- If both parents are M&P employees at Yale, they are each entitled to the parental pay benefit. To be eligible for the benefit, the individual must be employed by Yale when the qualifying event (birth or adoption of a child) occurs.
  - Thereafter, you may use the accruals you had earned prior to taking the leave. If you are in a paid status, you are eligible to access new accruals as they are earned.
  - The paid time off you accrue during the paid portion of the leave may be used during your leave, or may be saved for use immediately when you return to work.
  - If you are on an unpaid leave, the paid time off you accrue can be used upon return to work.
  - If you are using accruals in half days or are on an unpaid leave, apply to the state benefit for income replacement.

### **Pay Deposit**

- Please note that you *may* receive multiple pay deposits while on Maternity Leave. This is due to Workday splitting charging between the different types of absences that may occur within a month.
  - Ex: During any month's 4 week period, if you finish your maternity leave during week 1 and then receive parental pay benefits during weeks 2-4, WorkDay may produce 2 different pay deposits to account for the difference charging structures. Your gross pay will remain the same.

### **Important:**

- *A note for M&Ps with multiple state claims in one year's timeframe:* When you apply for University-paid Short-term disability, and you have already collected state PFML within the same year, you must provide a proof of earnings statement from the state, to Yale's Benefits department. This is to ensure that the offsets for a STD claim are correctly allocated. In the absence of documentation, Yale will assume you are collecting state PFML for the full duration of 12 weeks, and reduce Yale-paid earnings accordingly. Upon receipt of a state benefits statement, Yale will adjust your earnings accordingly. If any overpayments occur, Yale reserves the right to recoup those funds. Coordination with State-paid leave programs is complicated, and we appreciate your patience as we navigate through the process.



## Maternity Leave Checklist

- Y Notify both your supervisor and HR Generalist about your plans for time away from work. Your HR Generalist can partner with your supervisor in developing a transition plan for work coverage in your absence.
- Y To request a leave, contact The Standard 4-6 weeks prior to your leave start date by calling Yale's Employee Service Center at 203-432-5552, option #4.

Be prepared to give The Standard your estimated due date and your health care provider's information (name, phone number and fax number).

- Once the leave is requested, The Standard will send an Authorization to Release Health Information form to you in the mail. *Please complete this form and return it to The Standard to **expedite** the processing of your maternity leave.* Your consent allows The Standard to contact your provider to verbally confirm your due date.
- Y To request paid leave benefits, submit a claim through the state of Connecticut's third-party administrator, Aflac. Information on the claim's submission process can be found on the state's website: [ctpaidleave.org](http://ctpaidleave.org).
  - A separate set of forms will be sent to you from the PFML Authority. The PFML paperwork includes both a form for your provider, as well as an employment verification form that you must submit to Absence Management, Human Resources by emailing: [employee.services@yale.edu](mailto:employee.services@yale.edu).
  - Submit proof of earnings statement from the state to [employee.services@yale.edu](mailto:employee.services@yale.edu), if applicable.
- Y After you deliver, contact The Standard and the state to confirm your last day worked *and* the delivery date.
- Y Please remember to add your new child to your health insurance in Workday (if applicable). This should be done within 30 days of the baby's birth. Ensure that coverage starts from Day 1.
- Y When you are ready to return, please notify the Absence Management team about your anticipated return date. We will also reach out to you prior to your end date to confirm your return plans and adjust your timesheet, if needed.
- Y If you have considerations about a change in schedule or a transition plan for your return, please contact your supervisor and/or HR Generalist. Please note that if you transition back to work on a reduced schedule, you **must** notify the Absence Management team and The Standard about your schedule. Adjustments may be necessary in WorkDay to ensure accurate pay.