



Paid Family and Medical Leave (PFML)

Hourly Staff

Continuous and intermittent pay administration

During the intake with The Standard, staff must elect whether they would like to use paid time off accruals. Staff on continuous leaves can use accruals in half or full days, or they may choose not to use accruals. Staff on intermittent and reduced schedule leaves also can use accruals or choose not to do so. Staff who are unpaid or not using full day accruals may apply to the state PFML program for income replacement. Staff who are part of the Aflac short-term disability program may apply to that program through the Aflac process. Note that in no case may a staff member on a leave receive more than 100% of salary through a combination of PFML, Aflac STD, and use of paid time off accruals.

Staff must provide the Employer Verification form from the state to the Absence Management team in Central HR for completion at: hr.leaves@yale.edu. *The employee portion must be completed before submitting to HR.* The use of accruals designation is reported to the state on the Employer Verification form, and therefore the election of using accruals or not, and in what increments (full or half days), cannot be changed.

Visit Yale's Absence Management site: your.yale.edu/work-yale/benefits/leaves-absence or the state's PFML program site: ctpaidleave.org for more details.

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