The purpose of the “HR Confession Session” is to give you a deeper dive into Human Resources related topics to assist you in your day to day responsibilities at your location.

Presented by the
Office of Human Resources
Today’s Topic:

Navigating Employee Leave
FMLA Leave
Pregnancy Protections & Parental Bonding Leave
Short & Long Term Disability

** Who pays insurance premiums during UNPAID OR EXTENDED leave periods

Presented January 2020
Fostering a climate in which every staff member views him/herself as a valued member of the community.
Brief Introductions

1. Name, Location, Position
2. Length of Service
3. Number of Staff you support
4. How do you feel about your leave process?

Fostering a climate in which every staff member views him/herself as a valued member of the community.
• Short Term Disability
  • What is it?
  • When does it start?

• Parental Bonding
  • Who gets it?
  • When can they take it?

• Family Medical Leave Act
  • At the same time?
Family and Medical Leave (FMLA):
Leave Entitlements

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child’s birth or placement);
- To care for the employee’s spouse, child, or parent who has a qualifying serious health condition;
- For the employee’s own qualifying serious health condition that makes the employee unable to perform the employee’s job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee’s spouse, child, or parent.

An eligible employee who is a covered service member’s spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the service member with a serious injury or illness.
Family and Medical Leave (FMLA): What is a Qualified Employer?

A covered employer is a:
- Private-sector employer, with 50 or more employees in 20 or more workweeks in the current or preceding calendar year, including a joint employer or successor in interest to a covered employer;
- Public agency, including a local, state, or Federal government agency, regardless of the number of employees it employs; or
- Public or private elementary or secondary school, regardless of the number of employees it employs.
Family and Medical Leave (FMLA): Employee’s Eligibility Requirements

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

• Have worked for the employer for at least 12 months;
• Have at least 1,250 hours of service in the 12 months before taking leave
If BOTH your entity AND the employee in question meet the requirements for FMLA, then FMLA must be provided.
Family and Medical Leave (FMLA):
Intermittent

Intermittent Leave is taking leave in separate blocks of time for a single qualifying reason.

If you have someone in this situation call us!
# Guardian Disability Insurance

**Protect your paycheck if you are unable to work.**

<table>
<thead>
<tr>
<th>Plan Design Provisions</th>
<th>Employee Coverage*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly Benefit</td>
<td>60% to $1,000</td>
</tr>
<tr>
<td>Maximum Payment Period</td>
<td>9 Weeks</td>
</tr>
<tr>
<td>Benefits Begin</td>
<td>30th Day, Accident or Illness</td>
</tr>
<tr>
<td>Pre-Existing Limitation</td>
<td>None</td>
</tr>
<tr>
<td>Rehabilitation Benefit</td>
<td>Voluntary, 110% Enhanced Benefit</td>
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<tr>
<td>Accommodation Expense</td>
<td>Included</td>
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<tr>
<td>Child Care Expense</td>
<td></td>
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<tr>
<td>Integration Method</td>
<td>Direct Offset, Full Family</td>
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<tr>
<td>Salary Continuation, Vacation and/or Sick Pay</td>
<td>No Offset Against STD Benefits</td>
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</tbody>
</table>
PARENTAL BONDING LEAVE

If you are a new mom or dad, congratulations! We know how precious those first weeks are in order to get to know your new bundle of joy. That is why we now offer parental bonding leave to all benefits-eligible staff at our parishes and parish schools, administrative offices, programs and ministries and entities owned and/or operated by the Archdiocese.

Here’s how it works:

• Benefit: 100% of pay for up to six weeks.

• Please request time off from your supervisor 30 days before the birth or placement through adoption/foster care of your child.

• Your location will approve your leave.

• If both parents work for the same location, each may take a separate parental bonding leave of absence at alternate times, as determined by the location’s director and the employees’ appropriate supervisor(s).
Family Medical Leave: Mom

Parental Bonding
6 weeks

Location pays 100%
Day 1 - 29

Location pays 40%

Short Term Disability
Pay starts on 30th day

Start STD Claim as soon as possible

C-Section
8 weeks

Guardian pays 60%

Guardian pays 60%

Family Medical Leave
Up to 12 weeks

Employee may use accrued paid time

Employee may use accrued paid time
PARENTAL BONDING LEAVE: DAD

Week 1     Week 2     Week 3     Week 4     Week 5     Week 6     Week 7     Week 8     Week 9     Week 10     Week 11     Week 12

Parental Bonding
6 weeks

Location pays 100%
6 weeks

Family Medical Leave
Up to 12 weeks

Employee may use accrued paid time
LEAVE DUE TO ILLNESS

Example if an employee is out for 10 weeks

Start STD Claim as soon as possible

Employee may use accrued paid time

Short Term Disability Pay starts on 30th day

Guardian pays 60%

Family Medical Leave Up to 12 weeks

Week 1  Week 2  Week 3  Week 4  Week 5  Week 6  Week 7  Week 8  Week 9  Week 10  Week 11  Week 12
FMLA Leave - Fact Sheet for Schools, Entities
FMLA Poster of Employee Rights and Responsibilities
FMLA Checklist
LEAVE REQUEST Form: Parental Bonding, Medical or FMLA Leave
SAMPLE Letter to Staffmember - FMLA Requirements
STD Claim Instructions
FMLA Healthcare Provider Certification- Employee
FMLA Healthcare Provider Certification- Family
FMLA Employer Response - Notice to Staffmember
Parental Bonding Leave Administrative Steps

https://nolacatholic.org/hr-downloads
STD Claim instructions

Your staff-member initiates the claim via Telephone.

CALL-IN as soon as they miss any time from work.
Certification of Health Care Provider for Employee’s Serious Health Condition (Family and Medical Leave Act)

Please use alternate form for Certification of a Family Member’s Serious Health Condition
Returning to Work

FMLA / STD

• Employee to provide periodic updates to the employer during leave.
• The employee should make cost share insurance payments while on leave.
• When the employee is released to come back to work they should provide a release from their doctor before returning to the job. This should include whether they are returning to full duty, or if there are any restrictions, those should be clearly indicated.
• ANO | Catholic Mutual has a RTW Program with light-duty accommodations.
• Employee’s FMLA leave records should be retained in a confidential medical file separate from the employee's personnel file.
Merge

Note that an employer MAY require FMLA leave to run at the same time (concurrently) with paid leave. That is legal and allowable. The Archdiocese follows this policy.

The employee’s PAID leave runs at the same time as the FMLA leave.

Employee is also entitled to return to the “same or nearly identical job.”
What Happens at the expiration of the 12 weeks of FMLA?

Must employee return to work?
What is employee still ill/injured, etc?

Additional time off, over and above the 12 weeks of FMLA, is often a reasonable accommodation under the Americans with Disabilities Act (ADA).

Can employer have a 12 weeks and you must return policy? **No, this is illegal.**

- **Call HR or Legal to review the details with you.**
Final Considerations

- Make sure you have all Leave Paperwork
  ✓ REQUEST for Leave | Medical Certifications
- Use templates to ‘approve leave’ and advise staff member of Benefits Payments while on leave
- Advise of Medical Return to Work certificate
- Payment plan for premiums owed upon return
- Coverage should not be canceled without an HR Consult
- If unable to return to work, **Continuation of Coverage**
- Don’t leave “Inactive” forever
- Follow ANO Guidelines
- Our Self funded plan guidelines **does not allow longer** than 6 months of Health Leave
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• www.nolacatholic.org/hr
Thank you for joining our Conversation!

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