



UAMS

# Parental Leave Webinar

August 13, 2024

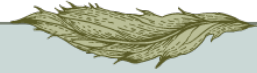
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# Agenda

- Overview of Parental Leave
- Accrued Time Off
- ADA / PWFA
- Short-term Disability
- FMLA
- UAMS Paid Parental Leave
- Maternity Resources

# Webinar FAQs



- Is this being recorded?
- Can I get a copy of the slides?
- How do we submit questions?
- What about my registration question?

# Meet Our Team



Contact Us: [Askhr@uams.edu](mailto:Askhr@uams.edu)

# What is Parental Leave?



## Events

- UA Employees who are parents, legal spouse of the birth parent, an adoptive parent, or a foster parent
  - **Federal:** Continuing parental role with the child whose birth or placement was the basis for the leave/time off.

In the event of:

- Birth of a child
- Adoption or Foster Placement of a child (up to 18 years of age)

Length of Service	Accrued Time Off *	ADA/PWFA	Short-Term Disability	FMLA (Qualifying Health Condition)	FMLA (Parental Bonding)	Paid Parental Leave
Less than 4 full months	✓	✓				
4 – 11 full months*	✓	✓	✓			
12 – 23 full months*	✓	✓	✓	✓	✓	
2 years or more*	✓	✓	✓	✓	✓	✓

\* In a benefits eligible position



# Accrued Time Off (Annual/Sick)

Lisa Dixon



Length of Service	Accrued Time Off *	ADA/PWFA	Short-Term Disability	FMLA (Qualifying Health Condition)	FMLA (Parental Bonding)	Paid Parental Leave
Less than 4 full months	✓	✓				
4 – 11 full months*	✓	✓	✓			
12 – 23 full months*	✓	✓	✓	✓	✓	
2 years or more*	✓	✓	✓	✓	✓	✓

\* In a benefits eligible position



# Time Off

## Sick Time Off

- Accrues: up to 8 hours / month
- Not allowed during Parental Bonding (last 6 weeks of FMLA)
- Rolls into Annual Time Off when exhausted

## Annual Time Off

- Accrues: Up to 8-15 hours / month
- Rolls into Unpaid Time Off when exhausted
- Compensatory Time Off (exhausted first)

## Paid Parental Time Off

- Manually Populated Time off Bank
- One-time Use (continuous)
- Requires Approval (eligibility)





# Leave of Absence Types

ADA/PWFA \* Short-term Disability \* FMLA \* LWOP

Lisa Dixon



Length of Service	Accrued Time Off *	ADA/PWFA	Short-Term Disability	FMLA (Qualifying Health Condition)	FMLA (Parental Bonding)	Paid Parental Leave
Less than 4 full months	✓	✓				
4 – 11 full months*	✓	✓	✓			
12 – 23 full months*	✓	✓	✓	✓	✓	
2 years or more*	✓	✓	✓	✓	✓	✓

\* In a benefits eligible position



# ADA Accommodations

Presented by Employee Relations



# Americans With Disabilities Act (ADA)

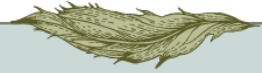
- Signed into law in 1990, the Americans with Disabilities Act (ADA) is civil rights legislation that works to increase the inclusion of people with disabilities in all aspects of community life, including employment.
- The ADA and the ADA Amendments Act of 2008 (ADAAA) give civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. The ADA and ADAAA also provide equal opportunity for individuals with disabilities for access to businesses, employment, transportation, state and local government programs and services, and telecommunications.

# ADA Usage When FMLA is Not Available



- When FMLA is not an option, and the serious health condition is one that is protected by the ADA.
  - FMLA has exhausted
  - Employee is not Eligible for FMLA
  - Extended treatment beyond FMLA
  - Maternity Leave of Absence (covered by PWVFA)

# Interactive Process



- Employee Relations will work with managers and the employee.
  - Employee will have their physician complete paperwork.
  - Employee Relations and Managers will review paperwork.
  - An interactive meeting will be scheduled with Employee Relations, the manager, and the employee.
  - Determination will be made if a reasonable accommodation can be approved. This is done on a case-by-case basis.



# PWFA

Pregnant Workers Fairness Act

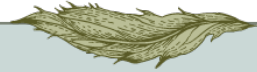




# Pregnant Workers Fairness Act (PWFA)

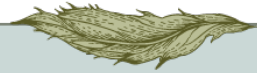
- Signed into law in 2023, with the final regulations going into effect, June 18, 2024.
- The PWFA requires a covered employer to provide a reasonable accommodation to a worker's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an undue hardship.

# "Common Sense Approach"



- Allowing an employee to carry or keep water and drink in or nearby the employee's work area.
- Allowing an employee to take additional restroom breaks.
- Allowing an employee whose work requires standing to sit, and vice versa.
- Allowing an employee to take breaks to eat and drink.

# Initiating PWFA Accommodation Requests



- Employee Relations will follow a process very similar to our Americans with Disabilities Act (ADA) interactive process.
- Employees/managers may initiate a PWFA reasonable accommodation request through the Employee Self Service (ESS) portal in ServiceNow: [PWFA Accommodation Support](#).
  - Please answer the four preliminary questions so that the Employee Relations Partner may better assist in meeting the needs of the employee upon case assignment.
  - You may also contact Employee Relations via email at [employeerelations@uams.edu](mailto:employeerelations@uams.edu)

Length of Service	Accrued Time Off *	ADA/PWFA	Short-Term Disability	FMLA (Qualifying Health Condition)	FMLA (Parental Bonding)	Paid Parental Leave
Less than 4 full months	✓	✓				
4 – 11 full months*	✓	✓	✓			
12 – 23 full months*	✓	✓	✓	✓	✓	
2 years or more*	✓	✓	✓	✓	✓	✓

\* In a benefits eligible position



# Short-Term Disability - The Standard

Launa Gray



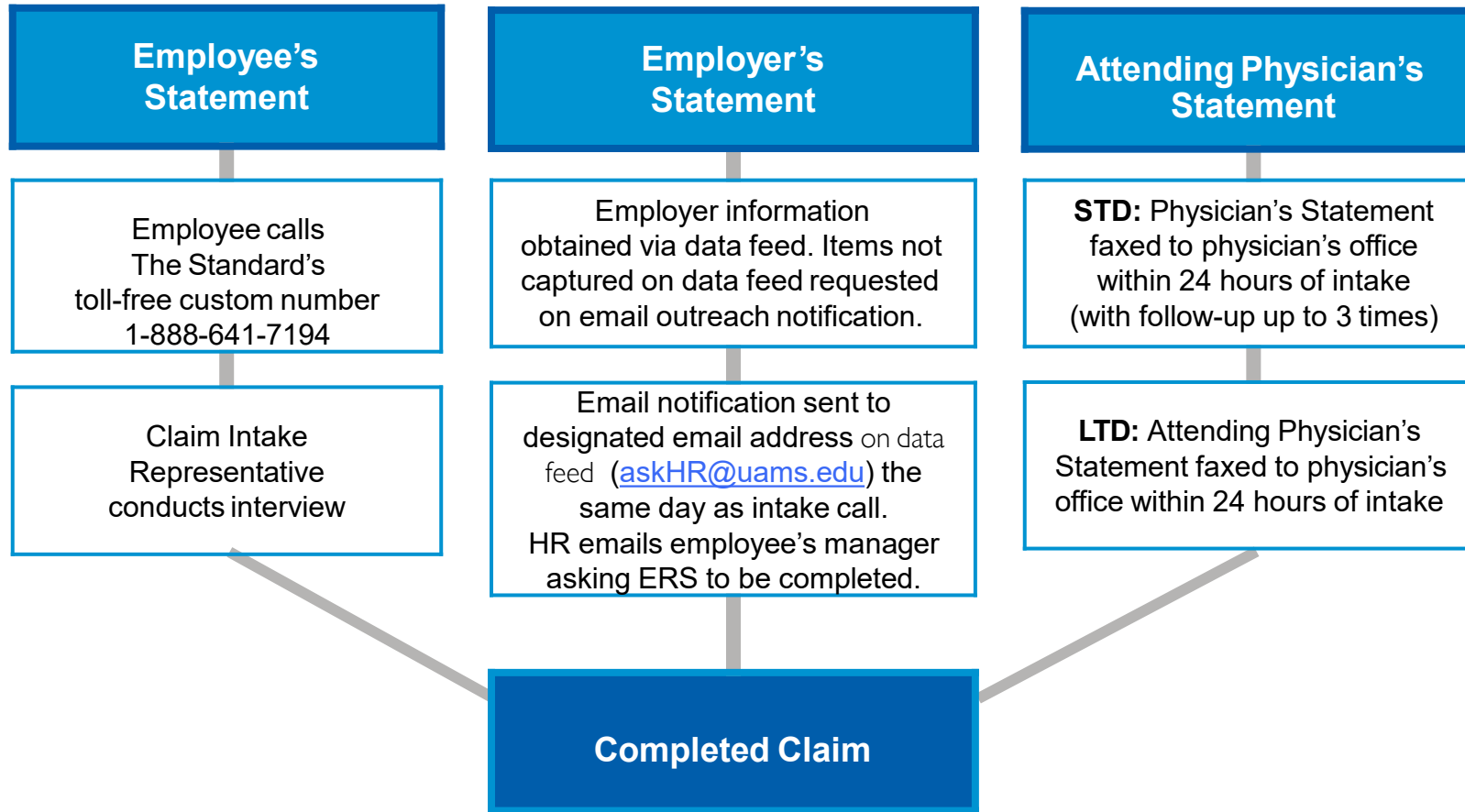
# Short Term Disability Plan Overview of STD Process

University of Arkansas System  
UAMS Only  
Policy: 752587-A  
January 2024



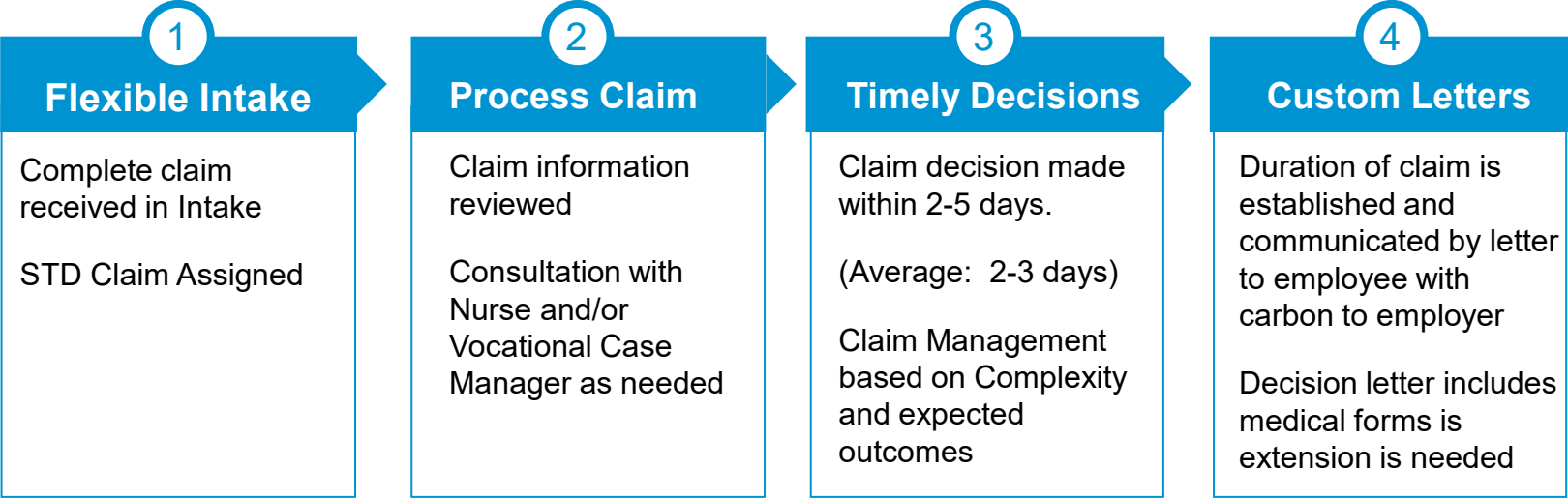
# Telephonic Intake

Telephonic intake streamlines the claim submission process for coworker and employer.



# STD Claim Decision

## End to End Claim Process





# Short-Term Disability Leave of Absence in Workday



The **UAMS leave administration team will place the worker on STD leave of absence, upon approval by The Standard.** This stops salaried pay and blocks accrued time off ensuring the worker remains in a leave without pay status for the duration of their approved disability period.

- As a reminder, if the employee is on **maternity leave**, she does **not** have to exhaust her leave time before going on Short-Term Disability. She can choose to use as much of her leave time as she wants before opting to go without pay.
- **ACCRUED SICK/ANNUAL TIME OFF SHOULD BE USED AT THE BEGINNING OF LEAVE THROUGH THE 14 DAY BENEFIT WAITING PERIOD.**
- Employees must remain in an unpaid status while receiving Short Term Disability payments. Employees cannot receive any pay from accrued time off while receiving their disability benefit.
- If a worker's leave dates change or need to be updated, please call the Standard at 1.888.641.7194 or visit [www.standard.com](http://www.standard.com) to update the claims team.

# Enrollment Eligibility

## For Basic STD:

Regular full-time employees are eligible if they are *all* of the following:

- Actively at work
- Employed half-time or greater
- On at least a nine-month appointment period
- A citizen or resident of the United States or Canada

Employees are not eligible if they are *any* of the following:

- A medical resident
- A temporary or seasonal employee
- A leased employee
- An independent contractor
- Not enrolled in the employer's Long Term Disability plan

# Short Term Disability Plan Options

Earn more than \$45K?  
Consider Adding  
Optional – STD  
Coverage

## Basic Short Term Disability (employer-paid)

- Available to all eligible employees
- 60% benefit, which covers the first \$45,000 of your salary
- \$519 maximum weekly benefit
- 12-week maximum benefit period

## Optional Short Term Disability (employee-paid)

- Available to eligible employees who earn more than \$45,000 per year
- 60% benefit, which covers the first \$216,000 of your salary
- \$2,492 maximum weekly benefit
- 12-week maximum benefit period

**What do I need to do? If the employee makes more than \$45,000 per year, have them consider enrolling in optional STD coverage.**

# STD payment and Maximum Benefit Period For Maternity Claims

- STD Benefits are payable after they serve their BWP, which is 14 days OR the end of their chosen sick leave.
- Pregnancy is Disabling for ALL job categories for 2 weeks PRIOR to deliver date.

Last Day of Work (LDW)	1/26/2023
Date of Disability (DOD)	1/27/2023
14 Day Benefit Waiting Period (BWP)	1/27/23-2/9/23
Date of childbirth	2/10/2023
STD Benefits: Vaginal Delivery 6 weeks	2/10/23-3/23/23
STD Benefits: C-section Delivery 8 weeks	2/10/23-4/6/23

# Pre-Existing Condition Policy Limitation/Exclusion

The UAMS policy has a pre-existing condition provision that applies to both **Basic (Plan 1) and Optional STD (Plan 2)**.

- If you file an STD claim within the **first 4 months of your STD insurance becoming effective (Either under Plan 1 or Plan 2 coverage)**, a pre-existing condition investigation will be conducted on the claim;
- The examiner will review the 3-month period before the claimant's insurance became effective for any treatment, medications, or diagnostic testing.
- Accidents and non-work-related injuries would still be covered, if not previously treated
- If the condition is found to be Pre-existing, the claim will either be denied or limited to Plan 1 coverage, depending on the coverage in effect as of the last day of work.
- Please see the contract for the full Pre-existing Condition definition.

# STD payment and Maximum Benefit Period For Maternity Claims-2

- STD Benefits are payable after they serve their BWP, which is 14 days OR the end of their chosen sick leave.
- Pregnancy is Disabling for ALL job categories for 2 weeks PRIOR to deliver date.

Last Day of Work (LDW)	1/26/2023
Date of Disability (DOD)	1/27/2023
14 Day Benefit Waiting Period (BWP)	1/27/23-2/9/23
Date of childbirth	1/31/2023
STD Benefits: Vaginal Delivery 6 weeks	1/31/23-3/13/23
STD Benefits: C-section Delivery 8 weeks	1/31/23-3/27/23
Benefits Paid AFTER BWP served	2/10/23-3/13/23 or 3/27/23

## For More Information

- STD Coverage Highlights for UAMS  
[https://www.standard.com/efrms/12510\\_752587.pdf](https://www.standard.com/efrms/12510_752587.pdf)
- Frequently Asked Questions about STD for UAMS  
[https://www.standard.com/efrms/15167\\_752587.pdf](https://www.standard.com/efrms/15167_752587.pdf)
- Visit the UAMS Disability Benefits Webpage:  
<https://hr.uams.edu/benefits/>
- Find additional benefit information on the University of Arkansas System benefits website:  
<https://benefits.uasys.edu/>

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2 years or more*	✓	✓	✓	✓	✓	✓

\* In a benefits eligible position





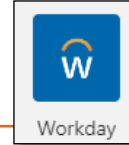
# FMLA Source Overview

Ingrid Hansen



# Your Role – Reinforce Proper Call-Off Procedures

Remind employees of proper call-off procedures for each leave type:



	Intermittent	Continuous	Reduced Schedule
Definition	Sporadic/episodic absences	Uninterrupted block of days missed	Pre-arranged schedule of days/hours to be missed
Example	Occasional migraines	New child bonding	Knee rehab appointments
Employee's responsibility	<ol style="list-style-type: none"> <li>1. Follow your normal call-off procedure for each absence</li> <li>2. Contact FMLASource within <b>48 hours</b> of each absence – Report Provided on Mondays</li> </ol>	<p>No need to call with each absence; approved leave serves as notice BUT employee needs to contact FMLASource if:</p> <ol style="list-style-type: none"> <li>1. Start date changes</li> <li>2. End date needs to change—sooner or later</li> </ol>	<p>No need to call with each absence; approved leave serves as notice BUT employee needs to contact FMLASource if schedule needs change</p>



# FMLASource – Standard Leave Process



Employee (or HR if necessary) requests leave:

- Website: [www.fmlasource.com](http://www.fmlasource.com)
- Smartphone App: FMLASource Now
- E-mail [FMLACenter@fmlasource.com](mailto:FMLACenter@fmlasource.com)
- Phone: 1.833.786.8644
  - Live service 7:30 a.m. – 9:30 p.m. CT, Monday - Friday
  - Automated (IVR) phone system (24 hours)

*These resources are also available to track time and make updates.*

# FMLASource – Standard Leave Process



## We will:

- explain leave process and company policies
- open a leave request in our system
- determine eligibility for FMLA or other leave they may be eligible for (For Example PWFA)
- seek authorization to contact health care provider if needed
- our team will transfer to Standard for STD intake upon request

The newly requested leave will appear on a *Leave Requests and Status Report* sent on Monday's

# FMLASource – Standard Leave Process



Within 5 business days of the request, we will send:

- leave “request letter”
- “your next steps” document
- required rights and responsibilities documents
- blank medical certification form
- any applicable return to work documentation

We will notify employees by phone or email of approaching deadlines

# FMLASource – Standard Leave Process



Employee or health care provider must return completed paperwork

- Due 15 days after issuance, plus your grace period (7 days)
- Incomplete paperwork - additional 7 days to “cure”
  - FMLASource will conduct outreach to health care provider on behalf of employee if authorized by employee

We will notify employees by phone or email anytime paperwork is received

# FMLASource – Standard Leave Process



We will send:

- a leave “decision letter” indicating approval, denial or partial approval
- “your next steps” document
- any applicable return to work documentation

Managers receive instructions through a Service Now ticket.



Managers place workers on leave

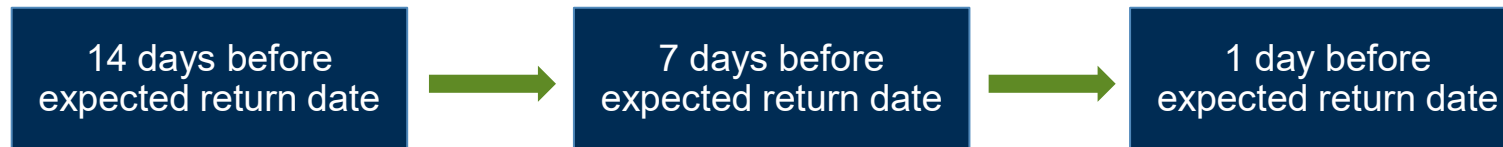


Workday

# FMLASource - Return to Work

## FMLASource will:

- Provide the employee (and healthcare provider, if authorized) with any required return to work documents
  - We direct employees to return these forms to your team
- Request employee's confirmation of return to work date



Employees with a confirmed RTW date will show “End of Leave Confirmed” on the Return to Work Report sent on Monday’s to Managers and HRBP.



# FMLASource Resources

	<b>FMLA Inbox</b> (fmlacenter @fmlasource.com)	<b>Phone</b> (833.786.8644)	<b>Website</b> (fmlasource.com)	<b>Phone App</b> (FMLASource® Now)	<b>Account Manager</b> (Partners with HR)
Open new leaves	X	X	X	X	
Track leave time	X	X	X	X	
Request extensions	X	X	X	X	
Report return to work	X	X	X	X	
Customize and run reports			X	X	
View employee data			X	X	
24-hour access to leave data			X	X	
Solve complex leave issues					X
Discuss compliance concerns					X
Discuss abuse/recertification					X

## Family and Medical Leave Act (FMLA) leaves

- Eligibility – must have worked 1250 hours in the previous 12 months AND been with employer for 1 year
- Up to 12 weeks\* of unpaid job/benefit protection in 12-month period
- For one's own serious health condition or care of an immediate family member

## Pregnancy Workers Fairness Act (PWFA)

- *Administration has transitioned to UAMS – Employee Relations, ADA Accommodation team.*

\* 26 weeks to care for injured military service member



# UAMS Paid Parental Leave

Maternity / Paternity Time Off



Length of Service	Accrued Time Off *	ADA/PWFA	Short-Term Disability	FMLA (Qualifying Health Condition)	FMLA (Parental Bonding)	Paid Parental Leave
Less than 4 full months	✓	✓				
4 – 11 full months*	✓	✓	✓			
12 – 23 full months*	✓	✓	✓	✓	✓	
2 years or more*	✓	✓	✓	✓	✓	✓

\* In a benefits eligible position

# Paid Parental Leave Eligibility

- Effective for birth, adoption, or foster placement events that occur on or after 9/1/2024 for UAMS Employees
- Eligibility Criteria: Workers, that have:
  - Completed 2 years of *continuous, benefit-eligible* employment with the UA System, and are also
  - Eligible for FMLA benefits for an event that occurred on or after 9/1/2024
- Benefit Overview:
  - Up to 6 weeks or 240 hours of paid time off
  - Shared time for UAMS/UA System spouses
- Application Process:
  - Start with FMLA application
  - Upon approval of FMLA, a Paid Parental Leave application will be sent
  - Leave Administration Team will verify eligibility and,
  - Employee & Manager will be notified of the outcome
  - Available September 1, 2024 (in Service Now)



# Paid Parental Leave Eligibility

- Limitations/Clarifications:
  - Max of 3 events per worker
  - Multiple births (twins) are treated as a single event
  - Not eligible for periods during which the employee would not otherwise be on active payroll.
  - No compensable upon termination
  - UAMS may require continued employment upon return from paid parental leave
- Find the latest information on the [Parental Leave Website](#)



# Paid Parental Leave Application



Application to request Paid Parental Leave if eligible

Per the [University of Arkansas System Board Policy 420](#), employees deemed eligible may receive up to 6 weeks (240 hours) of paid parental leave. Please provide the information below to allow the Leave Administration team to evaluate your eligibility.

An FMLA claim **must be filed** before applying for Paid Parental Leave. If you have not yet filed a claim, please do not fill out this application.

For more information, see the [Paid Parental Leave FAQs](#) on the Department of People and Culture website.

\* Indicates required

\* Beneficiary name (This may be you or someone else.)

\* Has the beneficiary filed an FMLA claim?



Save as Draft

Submit

Required information

Beneficiary name (This may be you or someone else.)

Has the beneficiary filed an FMLA claim?



# UAMS Maternity Leave Resources

Please remember, if you plan to enroll your child in the University health plan or other benefits, enrollment must be completed within no more than 31 days of the birth, adoption, or foster placement.





# Maternity Leave Resources



Website: [hr.uams.edu](http://hr.uams.edu)  
UMR Care, Lactation  
Rooms, Etc..



Maternity Checklist  
Timeline & Action Items



Benefit Offerings  
STD, LTD, FMLA, PWFA,  
ADA, Parental Time Off



Our Team  
By Appointment



# Maternity Leave Timeline

*Earn more than \$45K?  
Consider Adding  
Optional STD Coverage*

FMLA

- ADA/ PWFA
- Accrued TO
- STD

STD

- Unpaid Status
- FMLA

FMLA

- ADA / PWFA
- Accrued TO
- Parental Bonding

No Protected TO

- ADA
- Accrued TO
- Employee Relations

-- Paid Parental Leave Period (up to 240 hours) --

Continuous FMLA Leave of Absence



# Resources

- [Leave Administration Website](#)
- [UAMS – FMLA Website](#)
- [STD FAQs](#)
- [Paid Parental Leave Website](#)





Thank you

