

SUBJECT:	PAID FAMILY LEAVE		
POLICY:	<p>As of January 1, 2018, eligible Saint Joseph's Medical Center employees may qualify for paid family leave in accordance with the New York State Paid Family Leave Benefits Law.</p> <p>Eligibility</p> <p>To be eligible for paid family leave benefits, full-time employees whose regular employment schedule is 20 hours per week must have worked for Employer for at least 26 consecutive weeks. Part-time employees whose regular employment schedule is less than 20 hours per week will be eligible for paid family leave benefits after working for Employer for 175 days.</p> <p>Leave Entitlement & Uses of Leave</p> <p>Eligible employees are entitled to take a maximum of 12 weeks of job-protected leave* for one of the following reasons: (1) to bond with a new child within 12 months of the child's birth, adoption or foster placement; (2) to provide care, including physical or psychological care, for a close family member (spouse, child, parent, parent-in-law, domestic partners, grandparent or grandchild) who has a serious health condition; and (3) for any qualifying reason as provided under the federal Family and Medical Leave Act arising from the employee's spouse, domestic partner, child or parent being on active military duty, or, alternatively, being notified of an impending call or order to active military duty.</p> <p>Employees may <i>not</i> take paid family leave for their own illness or disability, although they may be eligible for paid or unpaid leave under Saint Joseph's other leave policies.</p> <p>Employees should contact Human Resources for further Information.</p> <p>Notice to Employer</p> <p>Eligible employees must provide notice of their intention to take paid family leave to the Department of Human Resources and submit an application to Saint Joseph's insurance carrier. Employees may obtain the requisite paid family leave application forms from the Department of Human Resources.</p> <p>Eligible employees must provide at least 30 days' advance notice of their intention to take leave when the need for leave is foreseeable. Notice should make Saint Joseph's aware of the qualifying event, including the type of family leave and the timing and duration of the leave. Foreseeable qualifying events include the expected birth of a child, placement of a child for adoption or foster care, planned medical treatment, or military exigency.</p> <p>If 30 days' advance notice is not practicable because of a lack of knowledge of the approximate date leave will begin, a change in circumstances, or a medical emergency, employees must notify the Department of Human Resources as soon as it is practicable.</p> <p>Claim to Insurer</p> <p>A claim to the insurer for paid family leave shall be considered complete when the employee submits a Request for Paid Family Leave and Certification to the insurance carrier. The insurance carrier must pay or deny the claim within 18 days.</p>		
PROCEDURE			
<p>Distribution: All Employees</p>	<p>Effective Date: January 1, 2018 Revised September 6, 2022</p>	<p>Index:</p>	<p>Sheets: 1 of 3</p>
<p>Vice President, Human Resources: <i>Dean Vitello</i></p>	<p><input type="checkbox"/> Supersedes</p>	<p><input type="checkbox"/> References</p>	<p><input type="checkbox"/> Supplements</p>

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PROCEDURE	<p>Intermittent Leave</p> <p>Employees may use paid family leave intermittently on a daily or weekly basis. An employee intending to take intermittent leave should provide notice to the Department of Human Resources as soon as is practicable before each day of leave.</p> <p>Paid Benefits</p> <p>Paid family leave benefits are provided through Employer's New York State Disability Insurance policy.</p> <p>Eligible employees will be entitled to a maximum of 12 weeks of paid leave, paid at 67% of their average weekly wage, capped at the same percentage of the New York State average weekly wage.</p> <p>Payroll Contributions</p> <p>Paid family leave benefits are funded through employee payroll deductions similar to Workers' Compensation and New York State Disability benefits. The rate of employee contributions is reviewed annually, and is subject to change by the New York State Department of Financial Services.</p> <p>Employees who will not meet the service requirements for paid family leave benefits must waive coverage in order to opt out of the payroll deductions. An employee who believes he or she will be ineligible for paid family leave should contact the Department of Human Resources to inquire about completing a waiver. An employee who elects not to enter into a waiver will continue to make family leave benefit contributions through payroll deductions.</p> <p>*Paid Family Leave for 1199 Union represented employees are funded through 1199, subject to change.</p> <p>Status of Benefits While on leave</p> <p>Employees who receive health insurance coverage will be entitled to the continuation of that coverage during a period of paid family leave. Employees must continue to make any normal contributions to the cost of the health insurance premiums. However, Saint Joseph's is not obligated to maintain health insurance coverage if an employee's premium payment is more than 30 days late and Saint Joseph's has provided written notification to the employee.</p> <p>Employees will not accrue seniority, or any other employment benefits during any period of paid family leave, except as provided by law.</p> <p>Other Benefits</p> <p>Employees who qualify for leave under both the Family and Medical Leave Act (FMLA) and this policy must use FMLA leave and paid family leave concurrently.</p> <p>Employees may not receive New York State disability benefits or Workers Compensation benefits and paid family leave benefits concurrently. An eligible employee, however, may opt to receive disability and family leave benefits during the post-partum period but may not receive both benefits at the same time.</p>

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PROCEDURE	<p>Employees are not required to substitute accrued vacation time for paid family leave, but may choose to use their accrued vacation time. See Human Resources for further information.</p> <p>A married couple employed by Saint Joseph's Medical Center may not take leave to care for the same family member or to bond with a child at the same time.</p> <p>Return To Work</p> <p>Upon expiration of paid family leave, the employee will be returned to the same position held prior to the leave or a comparable position, with comparable benefits, pay, and other terms and conditions of employment.</p> <p>Non-Retaliation</p> <p>Saint Joseph's Medical Center will not retaliate against an employee for exercising his or her right to take leave. If an employee believes that his or her rights have been violated, he or she should contact the Department of Human Resources. The Department of Human Resources will investigate complaints and take action to address or remedy a violation of this policy.</p>

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