

## Maternity Leave (STD, PFL, FMLA) Reference

**Short-term Disability (STD):** A New York State benefit that provides (6) weeks of leave from work upon the delivery of a baby. (If medically necessary, your physician may request (8) weeks for a cesarean delivery).

### Eligibility

- You must complete (4) weeks of employment prior to the current disability to be eligible for Short-Term Disability benefits.

### Steps

- No more than (30) days prior to your expected delivery date, call in your Short-Term Disability claim to Hartford at 1-866-548-3101.
- When you call in the claim, Hartford will take your name, employee ID #, and physician's information over the phone. From there you will be assigned to a Hartford analyst.
- Your Hartford analyst will reach out to your doctor to have them complete Hartford's Attending Physician Statement. Please be sure your physician provides this form directly to Hartford (NOT Leave Administration or your department). Medical notes or office visit notes will not suffice.
- When you deliver your baby, call Hartford again and give them the "actual" delivery date.
- If your doctor determines you are no longer able to work prior to your delivery date, you may call in your claim at that time. Even if benefits begin early, you will still be eligible for (6) weeks of leave after you deliver your baby.

### Notes

- STD benefits are paid on your regular pay cycle through the University. Benefits are not paid to you by the Hartford.
- Your University disability benefits entitlement can be found in the Short-Term Disability Policy on the Leave Administration website.

**New York State Paid Family Leave (PFL):** A New York State benefit that provides 67% of your income (up to \$ 1,068.36/week) for (12) weeks if you wish to stay out longer to bond with your new baby. **You may begin this program once your (6) weeks of disability ends.**

### Eligibility

- You must work for (26) weeks to be eligible for PFL benefits.

### Steps

- Your Hartford STD analyst will discuss PFL with you while you are still on STD so that the transition is seamless. They will explain the process and what, if any, documentation is needed, and the dates you would like to take this leave.
- Hartford will request employer information from Leave Administration which will be provided to Hartford within (3) business days. You do not need to give your supervisor or Leave Administration any paperwork to be completed.
- You must also communicate with your supervisor your intentions to remain out of work on PFL once your STD ends.
- You may use your (12) weeks of PFL in a block of time or intermittently. If using PFL intermittently, you must communicate these dates 30 days in-advance (or as soon as possible) to Hartford and your department.

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## Notes

- PFL benefits are paid to you directly from Hartford **and not the University**.
- If you wish to supplement your PFL with vacation time, you must discuss this with your department's timekeeper. Vacation time supplementing will be paid to you by the University according to your normal payroll cycle.
- Vacation supplementing is capped at 33% per day, so in some instances, highly compensated employees may not reach 100% of pay.
- PFL benefits must be used before the child's first birthday.

**\*\*A combined total of (26) weeks can be used between STD and PFL in a 52-week period. Those with STD or PFL claims in the last year should check their STD and PFL balances with Leave Administration and Hartford\*\***

**Family Medical Leave Act (FMLA)** – A Federal program that provides (12) weeks of job-protected leave in a rolling 52-week period so an employee can care for their own medical condition or bond with a new baby.

## Eligibility

- In order to be eligible for FMLA, you must complete (12) months of employment at the University and have worked at least 1,250 hours in the immediate 12 months prior to the start of your leave.

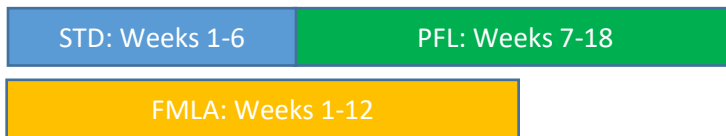
## Steps

- There is no paperwork for you to complete if you have called in an STD or PFL claim to Hartford.
- The FMLA department will be informed of your request for STD and/or PFL and will determine if you are eligible for FMLA to run concurrently with both leaves.

## Notes

- If you are eligible, FMLA will automatically run concurrently with your Short-Term Disability and your Paid Family Leave claims.
- FMLA does not run concurrently with intermittent PFL claims. Only PFL claims that are used in a block of time are also covered under FMLA.

## Visual example of the maternity leave programs and how they work



## Contact Information

STD questions: (585) 273-5238 or (585) 276-5134

PFL questions: (585) 276-5132

FMLA questions: (585) 275-5250