



University of Missouri System

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Caregiver Leave

Effective January 2024

Caregiver leave provides eligible employees their full base rate of pay for up to two weeks (80 hours based on 1.0 FTE) in a rolling 12-month period to care for a family member with a serious health condition. Because caregiver leave is one of the qualifying leave types available through the University, employees must first apply and be approved for caregiver leave. Employees can also use other available types of leave if they need additional time off.

Full information on caregiver leave is described in HR Policy Manual [HR-422 Caregiver Leave Pay](#).

Coverage

Who can use caregiver leave?

Caregiver leave is available for benefit-eligible administrative, service and support employees, as well as certain non-regular academic employees as approved by the chancellor and president.

Who is considered a family member?

Caregiver leave may be used for employees to care for an immediate family member with a serious health condition, including the employee's spouse, child, parent, sponsored adult dependent (domestic partner) or the child of a sponsored adult dependent with a serious health condition as certified by a health care provider.

Caregiver leave uses the same definition for "family member" as the Family Medical Leave Act (FMLA). See the [HR-407 Family Medical Leave Act Q&As](#) for more information.

What situations are considered serious health conditions?

A serious health condition is defined as an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital or other medical facility; any period of incapacity due to pregnancy or for prenatal care; or other serious health condition. An approved health care provider certification document is required.

For the full definition, see as defined in [Collected Rules and Regulations, Section 340.010: Family and Medical Leave](#) (Paragraph C) and [HR-407 Family and Medical Leave Act](#).

Are pre-existing conditions covered?

Yes. Pre-existing conditions that an employee's immediate family member had before caregiver leave became available, or before the employee started employment with the University, are eligible to be considered. Medical documentation showing a continuing need for care will be required.

https://www.umsystem.edu/ums/rules/hrm/hr400/hr407_qas

Taking Caregiver Leave

What is the application process?

To apply for caregiver leave employees should reach out to MetLife to initiate their claim by phone at 1-888-865-7940 or through the online portal at mybenefits.metlife.com.

MetLife is the vendor responsible for administering the University's qualifying leaves, including caregiver leave. After submitting an application, MetLife will work with the employee to gather necessary medical documentation forms and determine if the application meets the necessary qualifications for approval.

What documentation is required?

As part of the application process, employees will work with MetLife to provide required documentation such as proof of relationship and medical certification.

How is caregiver leave paid?

While on caregiver leave, employees receive 100% their base rate of pay. The Leave Administration Team will record employee time while on caregiver leave. Employees will receive payment from the University following the standard payroll schedule and usual deductions. In instances where a qualifying leave is approved after the payroll cutoff, the Leave Administration Team will work with the employee for necessary payroll adjustments.

Can caregiver leave be used intermittently?

Caregiver leave is available in any increment, including for continuous absence, reduced work schedules and intermittent absences, provided a health care provider certifies the expected duration and schedule of such leave. Employees should work with their supervisor to plan for anticipated time off.

How does caregiver leave work with FMLA?

The Family Medical Leave Act (FMLA) provides job protection while caregiver leave provides income replacement. FMLA runs concurrently while taking caregiver leave.

FMLA is a federal law that provides employees the right to take a leave of absence for family or medical reasons, and leave for military families while maintaining job protection. Eligible employees receive up to 12 workweeks of job-protected leave. To be eligible, employees must be employed with the University for at least 12 months and work at least 1,250 hours in the preceding 12 months of the qualifying event.



HR Service Center

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umurl.us/HRSC



Contact MetLife

mybenefits.metlife.com
or
1(888) 865-7940

For full information on leave program changes,
visit umurl.us/modernizeleave