

# Caregiver Leave

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Caring for an immediate family member experiencing a qualifying serious health condition



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# Caregiver Leave Overview

## Income Replacement

### Provides 100% income replacement

- Employees receive 100% of their base rate of pay
- Runs concurrently with FMLA which provides job protection

## Up to 2 Weeks\*

### Available for up to 80 hours in a rolling 12-month period

- Available for continuous time off, reduced work schedules and intermittent absences

## Documentation Required

### Proof of relationship and medical documentation required

- To care for an immediate family member
- Documentation can be submitted at time of application

*\*Hours are prorated for employees working less than 100% FTE.*



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# Caregiver Leave Definitions

## Immediate Family Member

- Spouse
- Sponsored adult dependent
  - Domestic partner
- Child
  - As defined by FMLA
- Child of a sponsored adult dependent
  - As defined by FMLA
- Parent

## Serious Health Condition

- Certified by a healthcare provider
- Includes illness, injury, impairment or physical or mental condition that involves:
  - Inpatient care (e.g., overnight stay in a hospital, hospice or residential medical care facility)
  - Continuing or subsequent treatment in connection with the inpatient care



# Qualifying Leave Processes

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*Planning, application and approvals when requesting qualified leave*

# Qualifying Events

- Each type of qualifying leave has its own set of criteria called a “qualifying event” that an employee must meet to be able to use that leave benefit
- 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 as defined in policy [HR-407 FMLA](#) Paragraph C ([CRR 340.010](#) Paragraph C)
- Examples of qualifying events:

## Short-Term Disability

- Childbirth (birthing parent)
- Hospital stay
- Serious illness

## Parental Leave

- Childbirth
- Adoption
- Foster

## Caregiver Leave

- Parent’s hospital stay
- Spouse’s serious illness



# Qualifying Leaves and FMLA

- **Family and Medical Leave Act (FMLA)** provides job protection
  - FMLA is a federal law that provides employees the right to take a leave of absence for family, medical reasons, and leave for military families while maintaining job protection
  - Eligible employees receive up to 12 workweeks of job-protected leave
  - Employees must be employed with the university for at least 12 months and work at least 1250 hours in the preceding 12 months
  - FMLA runs concurrently with qualifying leaves
- **Qualifying leaves** provide income replacement during a leave of absence for a qualifying medical event

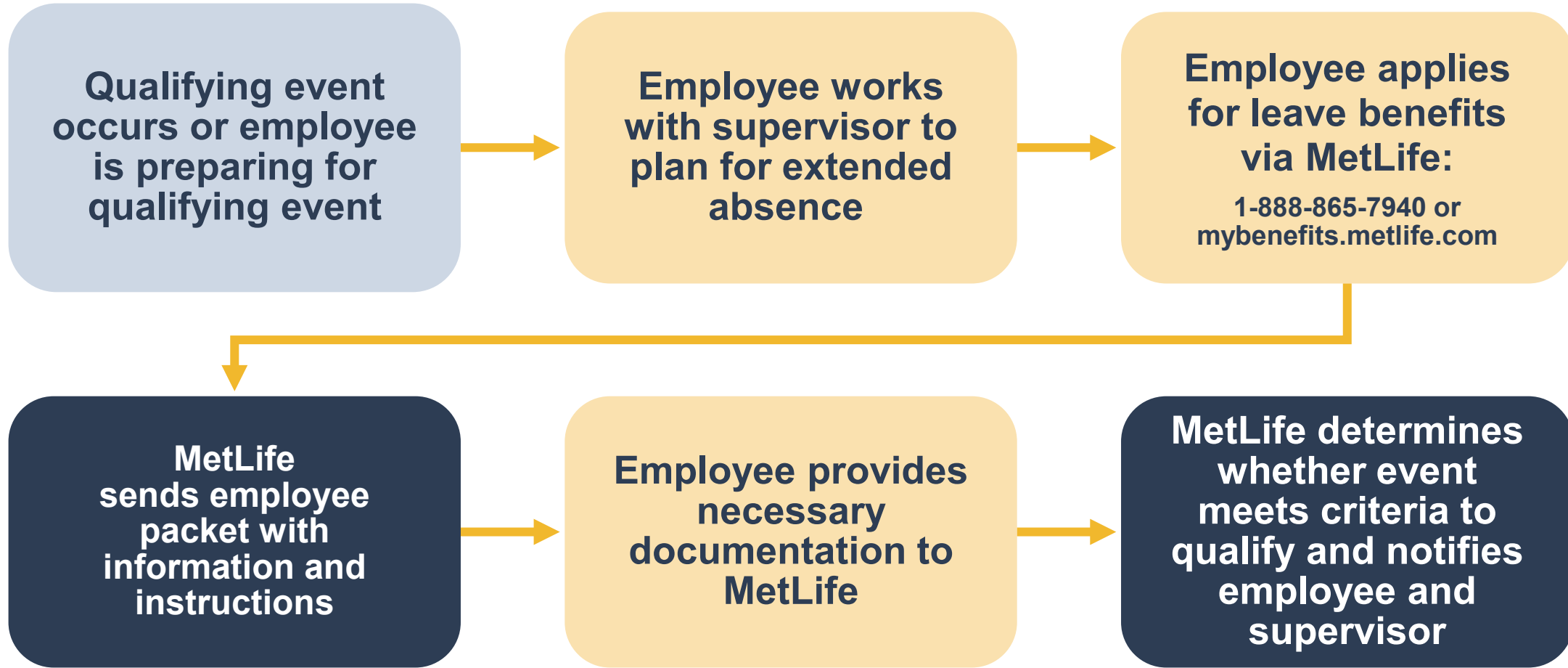


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# Application Process



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# Recording Time While on a Qualifying Leave

- *While on continuous leave:* The Leave Administration Team will enter your approved time off in your timesheet.
- *While on intermittent leave:* Report time away from work to MetLife (via phone or myBenefits portal), as well as your normal call-in procedure. The Leave Administration Team will enter the approved intermittent time in your timesheet.



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# Receiving Pay While on a Qualifying Leave

- Employees receive pay following their standard payroll schedule and usual deductions
- **If you need to begin leave before your claim is approved**, use your available PTO and/or banked vacation time when completing your timesheet. The Leave Administration Team will adjust the timesheet once your leave claim is approved.



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# Calculating Income Replacement

- Income replacement is calculated based on the employee's base rate of pay known as the Annual Base Benefit Rate (ABBR)
- Includes your total income before taxes, but excludes:
  - Car, housing, or moving allowances
  - Employer contributions to a qualified deferred compensation plan
    - (e.g., for retirement, such as the DC Plan or DC component of the Hybrid Plan)
  - Incentives
  - Overtime pay or shift differential
  - Pre-tax contributions to:
    - A qualified deferred compensation plan
    - Section 125 (cafeteria) plan
    - Flexible Spending Account (FSA)
  - Income received from part-time non-benefit eligible university employment
  - Any other extra compensation received from sources other than the university



# Rolling Measurement Period

- Qualifying leaves follow a rolling measurement period over 12 months to determine the amount of time available to use
- The 12 months are measured backward from the date an employee uses that type of qualifying leave
- If an employee has multiple claims within twelve months, any remaining balance not used during the immediately preceding 12 months is available to use



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# Qualifying Leave Scenarios

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*Examples of how qualifying leave can be used during different scenarios*

# Scenario: Employee cares for a parent; *takes leave for 3 weeks*

## Caregiver Leave

- **Weeks 1 – 2:** 100% income replacement\*
  - Maximum benefit is 2 weeks

## PTO or Banked Vacation

- **Week 3:** After caregiver leave is exhausted, employee may use PTO or banked vacation
- If PTO is exhausted, employee may use any available banked sick leave

## Family and Medical Leave Act (FMLA)

- FMLA is job protection; if eligible and approved, this leave will run concurrent with FMLA



# Scenario: Employee cares for seriously ill child; *takes leave for 1 week*

## Caregiver Leave

- **Week 1:** 100% income replacement\*
  - Maximum benefit is 2 weeks

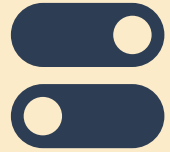
## Family and Medical Leave Act (FMLA)

- FMLA is job protection; if eligible and approved, this leave will run concurrent with FMLA

*\*Employee will have **1 week** of caregiver leave remaining that they can use for up to one year after the beginning of this leave for another qualifying event*



# Online Resources to Learn More



*Overview*  
**Leave Program**

**[umurl.us/ModernizeLeave](https://umurl.us/ModernizeLeave)**  
*Resources available*



*Plan information and documents*  
**Short-Term Disability**

**[umurl.us/STD](https://umurl.us/STD)**



*More on different leave types*  
**Info About Leave**

**[umurl.us/Leave](https://umurl.us/Leave)**



# We Are Here to Help



## UM HR Service Center

(573) 882-2146 or (800) 488-5288

[HRServiceCenter@umsystem.edu](mailto:HRServiceCenter@umsystem.edu)

[umurl.us/HRSC](http://umurl.us/HRSC)



## Contact MetLife

[mybenefits.metlife.com](http://mybenefits.metlife.com)

1(888) 865-7940



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