Caregiver Leave

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

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
Application Process

1. Qualifying event occurs or employee is preparing for qualifying event
2. Employee works with supervisor to plan for extended absence
3. Employee applies for leave benefits via MetLife: 1-888-865-7940 or mybenefits.metlife.com
4. MetLife sends employee packet with information and instructions
5. Employee provides necessary documentation to MetLife
6. MetLife determines whether event meets criteria to qualify and notifies employee and supervisor
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.
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.
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
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.
Qualifying Leave Scenarios

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

Plan information and documents
Short-Term Disability

More on different leave types
Info About Leave

umurl.us/ModernizeLeave
Resources available

umurl.us/STD

umurl.us/Leave
We Are Here to Help

UM HR Service Center
(573) 882-2146 or (800) 488-5288
HRServiceCenter@umsystem.edu
umurl.us/HRSC

Contact MetLife
mybenefits.metlife.com
1(888) 865-7940