



# Using Your Leave to Welcome a Child

Athena Jones, Leave Specialist

# Agenda

Introduction

Family Medical Leave Act

Compensation on Leave

Benefits on Leave

Return to Work

Important Forms

# Maternity @ Georgia Tech

Welcoming a child can be a very exciting and stressful time for a family.

One initiative of the Family Friendly Task Force is to ensure there is work-life balance to support growing families.

The Institute is in full support of taking time to bond with your new child.



# Family Medical Leave Act (FMLA)

FMLA is a federal law which allows for up to 12 weeks of job-protected, unpaid leave in a 12-month period for birth or adoption of a child to eligible employees.

To be eligible, you must have at least one year of service and have worked 1,250 hours in the 12 months preceding your leave.

# FMLA Continued

## Why is FMLA Important?

- FMLA gives you the right to return to the same or equivalent position you had before going on leave
- Your benefits are maintained
- You are protected against adverse action or discrimination

# Compensation While on Leave

## Using Short-Term Disability (STD) Benefits

- MetLife is vendor
- 14-day elimination period
  - Use accumulated sick time for missed days of work (two weeks)
- Disability Payments
  - Six weeks for natural delivery (60% of gross salary)
  - Eight weeks for cesarean delivery
  - Cannot use Sick or Vacation time during STD payment periods
- Time off Beyond STD
  - Must use vacation time
  - Sick time cannot be used during this time unless for doctor visits
  - Exhausted vacation balance = Unpaid status within 12-week FMLA period

# Compensation While on Leave

## Using Donated Sick Leave

- To request hours from the Donated Sick Leave pool, you must be a member
- Donated Sick Leave Membership requires a onetime sick leave donation of a minimum of eight (8) hours/maximum of 80 hours during Open Enrollment
- You must retain at least 40 hours accrued sick leave bank as of January 1
- Members may request Donated Shared Leave for any qualifying purpose which meets the Family and Medical Leave Act (FMLA) definition of a serious health condition, including birth of a child
  - First 6 weeks post-partum
  - After exhaustion of accrued time

# Example #1 - Using Short Term Disability

Jane is an FMLA eligible employee who had a natural delivery on the 5<sup>th</sup> of the month.

Jane has 120 hours of sick time and 160 hours of vacation time available as of the start of her leave and plans to utilize her full 12 weeks of FMLA entitlement.

She is also enrolled in short term disability and filed a claim.

Jane's pay will be as follows:





# Example #1 – Using Short Term Disability

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2	3	4
5	6	7	8	9	10	11
Sick Time						
12	13	14	15	16	17	18
Sick Time						
19	20	21	22	23	24	25
STD						
26	27	28	29	30	31	1
STD						
2	3	4	5	6	7	8
STD						
9	10	11	12	13	14	15
STD						
16	17	18	19	20	21	22
Vacation						
23	24	25	26	27	28	1
Vacation						
2	3	4	5	6	7	8
Vacation						
9	10	11	12	13	14	15
Vacation						
16	17	18	19	20	21	22
Unpaid						
23	24	25	26	27	28	29
Unpaid						
30	31					
RTW						

Gold – paid by GT

Blue – not paid by GT

In this example, the STD claim is approved from 1/5 – 2/13; however the benefits are payable as of 1/19 because of the 14-day elimination period

# Compensation While on Leave (continued)

## Not enrolled in STD?

- Use Sick time
  - Six weeks for natural delivery
  - Eight weeks for cesarean delivery
- Use Vacation time until you return to work within 12-week FMLA period

## Example #2 – Using Accrued Time Only

Ann is an FMLA eligible employee who had a natural delivery on the 5<sup>th</sup> of the month.

Ann is not enrolled in short term disability; she has 120 hours of accrued sick time and 110 hours of accrued vacation time.

Ann's pay will be as follows:



# Example #2 – Using Accrued Time Only

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2	3	4
5	6	7	8	9	10	11
Sick Time						
12	13	14	15	16	17	18
Sick Time						
19	20	21	22	23	24	25
Sick Time						
26	27	28	29	30	31	1
Vacation						
2	3	4	5	6	7	8
Vacation						
9	10	11	12	13	14	15
Vacation						
16	17	18	19	20	21	22
Unpaid						
23	24	25	26	27	28	1
Unpaid						
2	3	4	5	6	7	8
Unpaid						
9	10	11	12	13	14	15
Unpaid						
16	17	18	19	20	21	22
Unpaid						
				27	28	29
Unpaid						
30	31					
RTW						

Gold – paid by GT

Blue – not paid by GT

In this example,

# Benefits While on Leave

## Using STD/Unpaid Status

- Will not receive a Georgia Tech paycheck
- OneUSG Connect will bill you for your premiums (employee rate)

## Using Sick/Vacation Time Only

- Receive Georgia Tech paycheck with benefit deductions

# Benefits While on Leave

## Adding a Newborn to Benefits

- Make change on OneUSG Benefits portal (“Life Events”)
- Upload a copy of Confirmation of Birth from hospital
  - Follow up with official birth certificate
- Must add child within **30 days** of the baby’s birth

# Benefits While on Leave

## Suspending Benefits

- Call OneUSG Service Center (844/5874236)
- May re-enroll within 30 days of returning to work
- Re-enroll during annual Open Enrollment

# Return to Work

## FMLA Return to Work Form

- Physician must complete
- Must be submitted to Georgia Tech Human Resources **BEFORE** resuming any work activities—including teleworking



# Important Steps and Forms

## 1. Extended Absence/FMLA Request

- Submit through ESS 30 days prior to leave date, if possible

## 2. STD Claim (if enrolled)

- Initiate 30 days prior to estimated delivery date

## 3. Certification of Health Care Provider

- For all Cesarean births OR if complications develop
- Submit 15 business days prior to scheduled Cesarean; within 15 days of developed complications

## 4. Return to Work Authorization

- Submit two days prior or on date you resume working (in office or telecommuting)

# Extended Absences

- Georgia Tech leave benefited employees can request extended absences as needed.
- Extended absence requests are reviewed by HR.
- Extended absences types:
  - Military
  - Medical
    - FMLA or non-FMLA
  - Edu / Professional / Development Leave
  - Personal
  - Worker's Compensation
  - Bone Marrow / Organ Donation



**Request Absence**



**Absence Balances**



**Absence Request History**



**Extended Absence Request**



**Extended Absence History**

Time and Absence



# Request Extended Absence (continued)

1. Select the **Request Extended Absence** link in the Time and Absence menu.
2. Enter the **Start Date** of your extended absence.
3. Enter your **Expected Return Date** for your extended absence.
4. Select the **Absence Name**.
5. Enter any comments as needed.
6. Press **Submit**.
7. Press **Yes** on the confirmation page.
8. Press **OK**. Your request has been sent to HR for processing. You may be contacted for additional documentation.

# Resources

Athena Jones

Georgia Tech Human Resources  
Sr. Leave Management Specialist  
(404)385-2377

[athena.jones@ohr.gatech.edu](mailto:athena.jones@ohr.gatech.edu)

Akilah Cooper

Georgia Tech Human Resources  
Leave Management Specialist  
(404) 385-5959

[akilah.cooper@ohr.gatech.edu](mailto:akilah.cooper@ohr.gatech.edu)