Family Medical Leave Now Administered by FMLASource

Effective Date: 08/01/2014 – The Family Medical Leaves (FMLA) / Short Term Disability (STD) is administered by FMLASource / Sun Life on behalf of Yeshiva University. This process will ensure that your leave decisions are made promptly, properly, and administered to protect your benefits and ensure that qualified claims are filed.

Family Medical Leave Act of 1993

FMLA provides up to 12 weeks of unpaid, job protected leave to “eligible” employees for certain family and medical reasons. You are eligible if you have worked for Yeshiva University for at least one year and worked for 1,250 hours over the previous 12 months.

Reasons for Taking Leave

Unpaid leave must be granted for any of the following reasons:

> To care for your child after birth, or placement for adoption or foster care.
> To care for your spouse, son, daughter or parent who has a serious health condition.
> For a serious health condition that makes you unable to perform your job.
> In situations of qualifying exigency to be with an employee’s spouse, parent or child if said person is an active service member or has an impending call to active duty in support of a contingency operation.
> For the care of an injured service member if the service member is the employee’s spouse, child, parent, or “next of kin.” This type of FMLA can be elected to be taken for up to 26 weeks in a 12-month period.

Advance Notice and Medical Certification

You may be required to provide advance leave notice and medical certification. Taking leave may be denied if requirements are not met:

> You ordinarily must provide 30 days advance notice when the leave is foreseeable.
> Yeshiva University requires medical certification to support a request for leave because of a serious health condition and may require second or third opinions (at the employer’s expense) and a fitness-for-duty report to return to work.

Job Benefits and Protection

> For the duration of FMLA leave, Yeshiva University must maintain your health coverage under any "group health plan." You will continue to be responsible for your portion of the cost sharing of the premium payments.
> Upon return from FMLA leave, employees must be restored to their original or equivalent positions with equivalent pay, benefits and other employment terms.
> The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

What You Should Do

When needing to miss work due to one of the reasons for taking leave stated above

> Contact your Manager and/or Human Resources department regarding your need for leave.
> Call 1.877.SUN.FMLA or register online at https://fmla.sunlife-usa.com.
> You will need to know your employee ID # and your home zip code that is on file at Yeshiva University.
> Your information will be verified by a leave specialist who will initiate the FMLA and/or STD leave, discuss your necessary actions to get certified, and answer any questions you may have.
> You will have the ability to receive FMLA leave letters and notifications to your personal e-mail and check your leave status 24/7 at https://fmla.sunlife-usa.com.

Tracking of Time – Certified Intermittent FMLA Leaves

You are required to report each intermittent absence to both FMLASource and your department’s normal call-in procedures.

> You must designate the need for FMLA to your manager when you call-in or risk the absence not being protected.
> Track the intermittent FMLA occurrence with FMLASource may be done via phone, website, or e-mail at fmlacenter@fmlasource.com.
> When applicable, you must provide advance notice of the intermittent absence to both FMLASource and your manager.
> You may request leave time tracking information from FMLASource once in a 30-day period (if you took leave within that 30-day period).