



Yeshiva University

YESHIVA UNIVERSITY STAFF LEAVES OF ABSENCE FOR REASONS OF PREGNANCY AND CHILDBIRTH POLICY

Summary

Full time staff members, who have been employed by the University for at least one year, will receive full salary for 8 weeks of leave provided they are certified as eligible for NY State disability benefits. Additional unpaid leave is available in accordance with the Family Medical Leave Act (FMLA).

Part time staff and those with less than one year of service are eligible for accrued sick time, accrued vacation time, NY State disability benefits and unpaid FMLA leave.

All Staff must contact the Human Resources Benefits Office to obtain instructions to apply for Short Term Disability benefits.

1. New York State Short Term Disability Benefits (currently \$170 per week)

Eligibility: All staff members

Benefits: All pregnant staff are entitled to disability benefits, as defined by New York State Disability Insurance, for the period of disability due to pregnancy or childbirth. Staff members who are not entitled to paid leave described below will receive the New York State Disability benefits directly from the University's insurer.

Part time staff members, or those with less than one year of service, who are not eligible for the paid leave described below, may use accrued sick time and vacation time to receive their normal pay during the certified disability leave. Once all accrued time is used up, disability benefits will only be paid by the insurer.

Full time staff who have been employed for at least one year are entitled to additional paid leave as described below.

2. Paid Leave Supplementing Short Term Disability Benefits to equal 100% of Full Salary

Eligibility: Regular full time staff members with at least one year of service with the University:

Benefits: The University will supplement the Short Term Disability Benefit amount during the period of disability so that payments from the University equal 100% of base salary, up to a maximum of 8 weeks. The University will continue to pay salary up to the maximum of 8 weeks if the period of disability is less than 8 weeks. During this paid leave, all accrued sick time will be charged against your sick time accrual up to the maximum accrual permitted. Sick days and the pregnancy/childbirth leave run concurrently.

Accrued vacation time may be added at the end of the 8 week period to increase the paid time off.



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3. Unpaid FMLA leave

Eligibility: All Staff Members

In accordance with the Family and Medical Leave Act of 1993 ("FMLA"), staff may take unpaid leave in addition to the paid disability leave, up to a combined maximum of 12 weeks of leave immediately following the birth of the child. All paid leave described above will run concurrently with FMLA leave.

Benefits while on FMLA leave: During the leave, medical insurance coverage will continue under the same financial arrangement as prior to the leave. Those on unpaid leave will be expected to pay only the amount that would normally be deducted from their paycheck.

Upon completion of the FMLA leave, the staff member will be entitled to return to his/her position held prior to the leave without a loss of service time. All benefits will resume or continue upon the staff member's return.

Staff must contact Human Resources and their supervisor with as much notice as possible, preferably at least 30 days, to make arrangements for the paid and/or unpaid leaves.