

FMLA and CTFMLA Leave Policy Overview

ALL AVAILABLE LEAVES WILL RUN CONCURRENTLY AT ALL TIMES.

CT Paid Leave Benefit

Residents with (3) or more months of employment are eligible for CT Paid Leave, which will be paid per Capital Area Health Consortium's (CAHC) CT Paid Leave Private Plan. If employed in CT before joining CAHC, you may be eligible for the CT Paid Leave benefit earlier if the eligibility criteria is met.

The rates of pay are as follows:

Medical/Maternity Leave:

- Paid at 100% of pay for the "medical leave" period your health provider indicates you are unable to work for health reasons (for maternity leave, your health provider will authorize 6 weeks following a non-surgical delivery and 8 weeks following a surgical delivery). An employee may be granted an extension of "medical leave" by submitting updated medical documentation from your health care provider indicating the medical reason the extension is required.
- Additional leave time taken past the "medical leave" period will be considered "family leave" which will be paid at the approved State rate (see below for further details).

Family/Non-Medical Leave:

- Paid at the State maximum benefit rate. On 6/1/23, the rate increased to \$900/week or \$1,800/bi-weekly.

Leave Duration

- Medical and Family Leave under the CT Paid Family and Medical Leave Act is for up to 12 weeks of pay in a 12-month period. An additional 2 weeks of paid leave time may be provided for pregnancy incapacities. A maximum of 12 total days of paid leave compensation may be paid in a single calendar year for leave due to the Covered Employee being the victim of family violence.

Taxability of Paid Leave Income

FICA and FLI taxes are not required on paid leave income and will not be withheld from leave pay, resulting in a higher net leave pay. CT Paid Leave will continue to withhold Federal and State tax since leave pay is taxable under these jurisdictions.

Accrued Time Requirement

For **Medical Leaves**, vacation and sick time (if program provides) is required to be used, and for **Family Leaves**, vacation time is required to be used prior to receiving any benefits under CAHC's private plan. Employees can reserve two weeks of vacation time for future use if available at time of leave.

Qualifying Leave Reasons Under CT Law

- **Medical Leave** – to care for your serious health condition.

- **Non-Medical/Family Leaves** – to attend to family responsibilities.
 - **Parental Leave** to bond with a newborn child or one that has joined the family through adoption or foster care.
 - **Maternity Leave Post Medical Period** to bond with a newborn child once your medical leave period has ended.
 - **Caregiver Leave** to care for a covered family member with a serious health condition.
 - **Family Violence Leave** to attend to specific issues associated with family violence.
 - **Military Exigency or Military Caregiver Leave** to attend to specific issues associated with a covered family member's deployment, care for an active duty injured service member, or to care for a veteran with a serious health condition.

Leave Paperwork

All leaves of absence require specific paperwork verifying the need for leave and its beginning and ending dates. Early submission of this paperwork will help us to provide you with continuous pay so please submit as soon as possible. Required leave applications are available at [CT Paid Leave – CAHC](#). Please contact CAHC to obtain leave paperwork. Please be advised that all leave paperwork including return to work notes for medical leaves, must be returned to CAHC and not to your program.

Requesting Leave

In the case of foreseeable leaves, you must provide at least 30 days' notice to CAHC and your program before the leave begins. If the leave is unforeseeable, you must provide notice to CAHC and your program as soon as practicable.

Extending a Medical Leave

You may extend a medical leave for the same condition by submitting updated medical documentation from your health care provider indicating the reason for the extension and an estimated return to work date. **A return-to-work note cannot extend your medical leave. An extension must be provided by your health provider stating the medical need.**

If your extension is for a new medical issue or condition, you must submit a new CTPFML application.

Return from Leave

When possible, a resident should provide their program and CAHC with at least 2 weeks' advance notice of the date they intend to return to training.

A return to work note from the residents health provider stating that they are able to resume work duties is required for all **Medical Leaves** of absence 3 days or more or following any hospital visit (ED or inpatient) and must be submitted to CAHC prior to your return to work. A return to work note is not required for maternity leaves that have extended for bonding purposes. If a resident is unable to return following a leave, they must contact CAHC and their program as soon as possible.

Time Away from Training

Taking any leave may extend the time necessary to complete the program requirements. If more than 12 weeks of leave time is needed, the time will be unpaid and additional time off must be approved by your program.

Revised: 8/2023

FEDERAL FAMILY MEDICAL LEAVE (FMLA) AND CT FAMILY MEDICAL LEAVE (CTFML) POLICIES

CT FAMILY AND MEDICAL LEAVES OF ABSENCE (CTFMLA), FEDERAL FAMILY AND MEDICAL LEAVE (FMLA) AND CT PAID FAMILY AND MEDICAL LEAVES OF ABSENCE (CTPFML)

Overview

Under the Connecticut Family and Medical Leave Act (“CTFMLA”) and the Federal Family and Medical Leave Act (“FMLA”), residents may be eligible for family and medical leaves of absence for specified reasons. Residents may also be eligible for paid leave benefits after using available vacation and sick leave as described below.

Under CTPFMLA, residents who have worked for CAHC for at least 3 months are eligible for up to 12 weeks of leave in a 12-month period, up to 14 weeks for incapacitation during pregnancy, up to 12 days for family violence leave and up to 26 weeks for military caregiver leave. Residents may qualify for CTPFMLA as early as their hire date if they have been working in CT and meet the eligibility criteria.

Under FMLA, a resident who has worked for at least 12 months and for at least 1,250 hours during the preceding 12-month period may take up to 12 weeks of unpaid leave in a 12-month period, except that an eligible resident may take up to 26 weeks of leave to care for a covered service member, as explained below.

A resident who is eligible for leave under only one law will receive benefits in accordance with that law only. However, if the resident’s leave qualifies for both CTFMLA, CTPFML, and FMLA, the leave will count against their entitlement under State and Federal laws and will run concurrently. If the resident and their spouse are both employed by CAHC, special rules may apply, and their combined leave may be limited.

Calculation of 12-Month Period

The 12-month period is measured backward from the date an employee uses any family and medical leave. Under this “rolling” 12-month period, each time an employee takes family and medical leave, the remaining leave entitlement would be the balance of the 12 weeks that has not been used during the immediately preceding 12 months. Military caregiver leaves are measured based on a 12-month period measured forward from the employee’s first date of leave.

Qualifying Reasons for CTFMLA, CTPFML and FMLA

Resident’s may apply for a family and medical leave under the CTFMLA, CTPFML and FMLA for the following reasons:

1. The birth of a son or daughter of the employee, or to bond with a newborn or newly placed child via adoption or foster care, including the time needed to process adoption or foster care placement;
2. Under the FMLA, to care for a parent, spouse, or child who is under 18 with a serious health condition, or under 18 with a disability;
3. Under the CTFMLA, to care for a family member of the employee if the family member has a serious health condition.

- Family member is defined as a parent, spouse, son or daughter of any age, sibling, grandparent, grandchild, or an individual related to the employee by blood or affinity whose close association to the employee shows to be the equivalent of those family relationships. Related by affinity means any person with whom the employee has a significant personal bond that is like one of the family relationships noted above, regardless of biological or legal relationship.
4. To care for the employee's own serious health condition, which under the CTFMLA, CTPFML includes the employee serving as an organ or bone marrow donor and incapacity due to pregnancy.
 5. Under the CTFMLA, CTPFMLA, if the employee is experiencing family violence, the employee may apply to take up to 12 days of leave.
 6. For any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty or has been notified of an impending call or order to active duty in the armed forces and to care for a military family member who experienced a serious injury or illness.
 7. A serious health condition is defined by law and means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider.

Procedures

All requests for leave should be directed to CAHC by emailing cahcgroup@uchc.edu, CAHC will provide the resident with all necessary forms requiring completion.

Eligibility for Paid Leave (CTPFML)

CT Paid Family and Medical Leaves of Absence (CTPFML) is available to eligible Residents (those who are currently employed or have been employed by CAHC within the last 12 weeks and have earned wages of at least \$2,325 in the highest earning quarter of the first four of the five most recently completed quarters) who require time off from work duties to fulfill covered family and medical events provided for in the CTFMLA, which are outlined above and described more fully below in the Medical and Non-Medical Leave policies. For military service personnel or spouses of military service personnel in the military or military reserves. All decisions regarding paid leave are in accordance with CAHC's private plan.

Use of Accrued Time

For **Medical Leaves**, vacation and sick time (if program provides) are required to be used, and for **Family Leaves**, vacation time is required to be used prior to receiving and paid leave benefits under CAHC's private plan. Employees can reserve two weeks of vacation time for future use if available at time of leave.

Medical Leave

Residents who have been employed for 3 months or more and require time off from their work duties to care for their own serious health condition (emergent or non-emergent) as defined under Connecticut law are eligible for CT Family and Medical Leave (CTFMLA) and those employed for 12 months or more are eligible for Federal Family and Medical Leave (FMLA). Medical leaves are unpaid.

Paid Medical Leave (CTPMFL)

CTPMFL leave time is available after 3 months of employment in most cases. Residents who require time off to care for their own serious health condition as defined under Connecticut law are eligible for CTPMFL paid benefits after meeting eligibility requirements. For Medical Leaves, CAHC's private plan pays 100% of salary. Maternity leaves extending past the treating health care provider's statement will be considered family leave and paid at the State's benefit rate, which is capped at 60 times the minimum wage rate for the remaining period of absence (not to exceed 12 weeks or 84 days in a twelve-month period). A resident may elect to use their reserved vacation time to supplement the State's rate cap and receive additional pay if a request is submitted to CAHC in writing. Leaves in most cases, that extend past 12 weeks will be unpaid and will be classified as "Other Leave".

Residents who have been employed for less than 3 months and require time off may take time off unpaid at the direction of their program.

Maternity Leave

Maternity Leaves are considered Medical Leave and are available to all eligible Residents who are unable to work due to pregnancy related conditions. Residents may be eligible leave under the Connecticut Family and Medical Leave Act and the Federal Family and Medical Leave Act. Both of these leaves are unpaid. Residents may also be entitled to CT Paid Leave benefits administered by CAHC's private plan. Employees eligible for CT Paid Leave are eligible for an additional 2 weeks of leave and paid leave benefits, up to a total of 14 weeks or 98 days, if incapacitated by pregnancy and supported by a treating health provider's Certification.

The resident may be eligible for [Long Term Disability](#) benefits for medical/maternity leaves requiring absence of 90 days or more. The Capital Area Health Consortium can provide information regarding this process. CAHC and your program should be notified as soon as possible if there is a chance you might apply for such benefits.

A treating health provider's Certification verifying the need for medical/maternity leave and its beginning and expected ending dates must be submitted to the Capital Area Health Consortium with the required leave forms. At the very least, a resident should provide at least 30 days advance notice of the need for leave, when the leave is foreseeable. When not foreseeable, a resident must

notify CAHC as soon as practicable, and certainly within two (2) business days of learning of the need for leave, except in extraordinary circumstances. Notice of the need for leave should be provided to cahcgorup@uchc.edu. It is critical and required that the resident also notify their program as soon as it is known that the resident needs a leave of absence.

When possible, the resident is required to provide their program and the Capital Area Health Consortium with at least two weeks' advanced notice of the date they intend to return to training.

A return to work note from the resident's health provider stating that they can resume work duties is required for all medical leave absences and must be submitted to CAHC before you return to work. A return to work note is not a substitute for a provider's certification of a medical time extension. If the return date is later than the previous certification, a new certification is needed stating a specific need for the extended absence. A return to work note is **not** required for maternity leaves that have extended for bonding purposes. If a resident fails to report to work promptly at the end of the medical/maternity leave, their appointment with the UConn SODM and their employment with the CAHC may be terminated.

If a resident is unable to return to training after 12 weeks of medical leave (14 weeks if incapacitated by pregnancy), they must contact CAHC and their program as soon as possible.

The status of a resident who is unable to return to training after 12 weeks of medical leave (14 weeks if incapacitated by pregnancy) will be determined by their program. The position of the resident may or may not be held.

Taking any leave may extend the time necessary to complete the program requirements. Residents are responsible for understanding their program requirements for program completion.

OTHER NON-MEDICAL LEAVE

Family Leaves Including Parental Leave

Residents who have been employed for 3 months or more and need to care for a family member with a serious health condition, bond with a newborn child or one that has joined the family through adoption or foster care, for exigent circumstances, or family violence as defined under Connecticut law are eligible for CT Family and Medical Leave (CTFMLA) and those employed for 12 months or more are eligible for Federal Family and Medical Leave (FMLA).

Family Leave

Residents are eligible for paid CT Paid Family and Medical Leave (CTFML) benefits administered by CAHC's private plan once eligibility requirements are met.

Family leave eligibility requires leave paperwork verifying the need for leave and its beginning and expected ending dates. Vacation time is required to be used prior to receiving any benefits under CAHC's private plan. Employees can reserve two weeks of vacation time for future use if available at time of leave.

Paid Family Leave (CTPFML)

CTPFML leave time is available after 3 months of employment in most cases. Residents who require time off for family leaves as defined under Connecticut law are eligible for CTPFML paid benefits after meeting eligibility requirements. For Family Leaves, CAHC's private plan pays at the State's benefit rate, which is 60 times the minimum wage rate for the remaining period of absence (not to exceed 12 weeks or 84 days in a twelve-month period). A resident may elect to use reserved vacation time to supplement the State's rate cap and receive additional pay if a request is submitted to CAHC in writing. Leaves in most cases, that extend past 12 weeks will be unpaid and will be classified as "Other Leave".

The resident needing family/parental leave must submit the required paperwork to the Capital Area Health Consortium. A resident must provide their program as much notice of the need for a family/parental leave as is practicable under the circumstances. At the very least, a resident should provide at least 30 days advance notice of the need for leave, when the leave is foreseeable. When not foreseeable, a resident must notify CAHC as soon as practicable, and certainly within two (2) business days of learning of the need for leave, except in extraordinary circumstances. Notice of the need for leave should be provided to cahcgroupp@uchc.edu.

When possible, the resident is required to provide their program and the Capital Area Health Consortium with at least two weeks' advanced notice of the date the resident intends to return to training. When a resident returns from family/parental leave, the program will determine their status in the program specifically as it relates to extension of training.

If a resident fails to report to work promptly at the end of the family/parental leave, their appointment with the UConn SODM and their employment with the CAHC may be terminated.

If a resident is unable to return to training after 12 weeks of family/parental leave, they must contact CAHC and their program as soon as possible.

The status of a resident who is unable to return to training after 12 weeks of family/parental leave will be determined by the program. The position of the resident may or may not be held.

Taking any leave may extend the time necessary to complete the program requirements. Residents are responsible for understanding their program requirements for program completion.

Military Leave

Military Leaves are available to residents who have been employed for 3 months or more and require time off to address qualifying exigency, to care for a military family member who is injured during active duty, or to care for a veteran with a serious illness as defined under Connecticut law are eligible for CT Family and Medical Leave and may also be eligible for Federal Family and Medical Leave. Residents may be eligible for CT Paid Leave benefits administered by CAHC's private plan. Available leaves will run concurrently. Military leave eligibility requires leave paperwork verifying the need for leave and its beginning and expected ending dates. Residents are required to use their available vacation time prior to receiving any benefits under CAHC's private plan. Employees can reserve two weeks of vacation time for future use if available at time of leave.

Once available vacation time is exhausted, a resident may be eligible to receive CT Paid Leave benefits administered by CAHC's private plan. This leave falls under family leave and will be paid in accordance with the State's benefit rate vacation time is exhausted, which is capped at 60 times the minimum wage rate for the remaining period of absence (not to exceed 12 weeks or 84 days in a twelve-month period). A resident may elect to use the reserved vacation time to supplement the State's rate cap and receive full pay if a request is submitted to CAHC in writing. Military leaves extending past 12 weeks will be unpaid.

Residents who have been employed for less than 3 months in need of a military caregiver leave or to attend to specific issues associated with a qualifying exigency, to care for a military family member who is injured during active duty, or to care for a veteran with a serious illness may take an unpaid leave at the discretion of their program.

Residents must submit the necessary paperwork (including a treating physician Certification in the case of a leave to care for a current member of the armed forces who suffered a serious injury or illness in the line of duty, or a veteran with a serious illness) to support their leave request and return to the Capital Area Health Consortium.

When possible, the resident is required to provide their program and the Capital Area Health Consortium with at least two weeks' advanced notice of the date the resident intends to return to training. When a resident returns from military leave, the program will determine their status in the program.

If a resident fails to report to work promptly at the end of the military leave, their appointment with the UConn SODM and their employment with the CAHC may be terminated.

If a resident is unable to return to training after 26 weeks of military family leave, they must contact CAHC and their program as soon as possible.

The status of a resident who is unable to return to training after 26 weeks of military leave will be determined by the program. The position of the resident may or may not be held.

Taking any leave may extend the time necessary to complete the program requirements. Residents are responsible for understanding their program requirements for program completion.

If, during the course of training and employment, a resident volunteers for military service (not as a non-military contractor or employee), fulfills military training requirements, is required to serve active duty, required to perform training or required to provide emergency services in the Armed Forces of the United States, the resident and the spouse of a military service person shall be granted a leave of absence from the program and employment in accordance with the law. Further, in accordance with the law, the resident shall have employment, training, and reemployment rights in accordance with the requirements of state and or federal law, including the Uniformed Services Employment and Reemployment Rights Act, as amended, and/or regulations issued thereunder, and the U.S. and Connecticut Family and Medical Leave Acts, consistent with program requirements and accreditation standards. This includes any rights to Federally-recognized spousal or military reserve leaves. The resident or spouse shall have no right to additional compensation or benefits, except as required by law.

Taking any leave (especially when multiple leaves or absences occur in the same year) may extend the time necessary to complete the program requirements for completion. Residents are responsible for understanding their program requirements for program completion.

Any and all leaves must be approved by the program.

To the extent applicable, any medical, family/military leave, CT Family and Medical Leave, Federal Family and Medical Leave and CT Paid Leave will run concurrently.

Revised: 8/2023