

Parental Leave/ Bonding

You have requested to begin a leave of absence. Please note that approval of this leave is contingent upon submission of the appropriate paperwork to The Hartford and meeting the eligibility criteria for the leave as described in the Family Medical Leave Act (FMLA) and/or Sick, Short, and Long Term Disability policies posted on the University's Policy and Procedures website.

Important Steps to Take During your Parental Leave/Bonding - You must complete the steps below after filing for leave (FMLA Unpaid Leave).

I. Notification:

- Contact HRBenefits at hrbenefits@depaul.edu or by phone at 312-362-8232 to confirm your leave dates.
- **Make certain to provide your manager** with the estimated length of your leave. If possible, keep your manager as well as your Human Resources/ Benefits Specialist informed of any changes to your leave status.

II. Forms:

- Once contact has been made with The Hartford, the necessary forms for completion will be emailed to you at your personal email address (which you will provide).
- Please make certain that all required information is completed and a copy should be sent to The Hartford, You may fax to The Hartford at 1-833-357-5153 or upload your forms to your claim on the portal <https://www.abilityadvantage.thehartford.com/>.

If your requested time off is foreseeable, you should provide as much advanced notice as possible. If your request for time away is unforeseeable, you must contact The Hartford the same day or the following business day. Failure to do so could result in a loss of protection afforded by FMLA.

Your Benefits During Your Parental Leave/Bonding

I. Employer-Provided Benefits:

- Basic Life, Long-term Disability (LTD), Health Savings Account (HSA), **Employer Contribution**. Any of these plans in which you participate will be continued without any cost to you during the duration of your approved Parental Leave/Bonding. **No action is required on your part.**

II. Contribution-Based Plans:

- 403(b) Retirement Plan and Health Savings Account (HSA) **Employee Contribution**. These plans in which you participate will not be suspended during the time you are receiving pay during your Parental Leave/Bonding. They may temporarily halt if you are not receiving pay for any portion of your Parental Leave/Bonding and automatically restart when your pay resumes. **No action is required on your part.**

III. Section 125 Plans: Medical Plans, Dental Plan, Vision Plan, Healthcare Flexible Spending Account

IV. Dependent Care and Benefit Premiums:

- Any of these plans in which you participate, except for the Dependent Care Flexible Spending Account, will be continued unless you elect to discontinue them. To discontinue, you will need to complete a life event online. Please call the Benefits Department at (312) 362-8232 or email leaveadmin@depaul.edu or hrbenefits@depaul.edu to obtain additional information.
- Your premium deductions may temporarily be suspended if you go unpaid for any portion of your Parental Leave/Bonding, which may result in arrears. Any missed premiums will resume either after your unpaid leave concludes, if under 30 days, or will be collected before the initiation of your leave by a Benefits Specialist. Please keep in mind that if premium deductions were temporarily suspended due to being unpaid, you may see double premium deductions being taken out once pay resumes if no payment is made prior to returning from leave.
- Dependent Care Flexible Spending Account will be discontinued once the leave begins. You will need to re-elect if you want to participate in the plan when returning to active employment status. **Please reference Actions Needed.**

V. Employee Funded Plans:

- Supplemental Life, Dependent/Spouse Life. Any of these plans in which you participate will be continued, but premiums will be temporarily suspended if you go under an unpaid status for any duration of your leave. Any missed premiums will resume either after your unpaid leave, if under 30 days, or will be collected before the initiation of your leave by a Benefits Specialist.

VI. Optional Insurance & Transportation: MetLife Home/Auto Insurance, Transportation/Parking Programs.

Actions Needed While on Leave and Returning from Leave:

- Any of these plans in which you participate will continue unless you decide to discontinue them. To discontinue, please notify HR Benefits at hrbenefits@depaul.edu for health plans (medical, dental, vision, FSA/HSA, etc.). To discontinue 403(b) deductions and Insurance and transportation, you will need to contact the carrier directly.
- If you plan on enrolling your child into your health plans (medical, dental, or vision) please reach out to the HR Benefits department at hrbenefits@depaul.edu within 31 days of your child's date of birth. A Benefits Specialist will walk you through the process of submitting a life event.
- Dependent Care Flexible Spending Account will be discontinued once the leave begins. You will need to re-elect if you want to participate in the plan when returning to active employment status. You will need to notify HR Benefits within 31 days of your return to work that you would like to re-elect the Dependent Care Flexible Spending Account. This notification will need to be sent to HRBenefits@depaul.edu
- Please complete the form listed below.

If you have applied for FMLA to bond with your child(ren), you can use the 10 days of paid parental leave to continue pay, along with Vacation/ Floating Holidays; please indicate this on the election form listed below.

Floating Holiday / Vacation and Benefits Election Form

NOTE: This portion of the form only needs to be completed if any portion of your leave will be Parental Leave/Bonding (not paid through short-term disability).

Floating Holiday / Vacation / Parental Leave

- ☐ Yes, I would like to use my 10 days of paid Parental Leave to continue pay during my unpaid leave of absence for bonding.
- ☐ Yes, I would like to use my remaining floating holidays to continue pay during my unpaid leave of absence until these benefits are exhausted.
- ☐ Yes, I would like to use _____ (insert number) of my accrued vacation days to continue pay during my unpaid leave of absence.

If you do not make an election, then vacation, floating holidays, and parental leave will not be used to continue pay during the leave.

Please Note: That sick time cannot be used to take care of a child during the bonding period of an FMLA leave of absence

I agree to the above election and terms.

Employee Name (Print)/ Employee ID

Signature

Date

IMPORTANT: Please return the completed election form to:

DePaul University

1 East Jackson

Chicago, IL 60604

Attention: Human Resources, Benefits

Or email/fax the completed form to the attention of HR Benefits at hrbenefits@depaul.edu or 312-362-8232.