

Parental/Bonding Leave of Absence

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.

Paid Parental Leave Usage:

Eligible employees may take Paid Parental Leave either as one continuous period of leave or in 3 separate 2-week blocks within the twelve (12) month period following the qualifying event. Employees must elect one leave method and may not alternate between continuous leave and incremental leave once their election has been made. Any Paid Parental Leave not used within the twelve (12) month period will be forfeited.

Paid Parental Leave will generally run concurrent with the Bonding Leave under Family and Medical Leave Act (FMLA) Bonding Leave will count towards your total twelve (12) week of FMLA entitlement.

Bonding Leave Usage:

Eligible employees may take unpaid Bonding Leave under the Family and Medical Leave Act (FMLA) to bond with a newly born, adopted, or placed child. Bonding Leave may be taken in addition to Paid Parental Leave, provided the employee has remaining FMLA available.

Bonding Leave must be taken within twelve (12) months of the child's birth, adoption, or placement. The total combined leave taken under FMLA for bonding purposes may not exceed the employee's twelve (12) week FMLA entitlement in the applicable leave year.

Bonding Leave will generally be taken as one continuous period of leave following the conclusion of Paid Parental Leave. Intermittent or reduced schedule bonding leave may be permitted only when approved in advance by the department manager and Human Resources in accordance with FMLA guidelines.

Employees may elect to use available accrued vacation or floating holidays to continue pay during any portion of unpaid Bonding Leave, subject to University policy.

Important Steps to Take During your Parental/Bonding Leave - 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 Leave:

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. They may temporarily halt if you are not receiving pay for any portion of your Parental Leave 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, 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 30 days of paid parental leave to continue pay; please indicate this on the election form listed below.

Important: Paid Parental Leave runs concurrently with FMLA leave. Any additional unpaid bonding leave taken under FMLA counts toward the employee's total twelve (12) week FMLA entitlement.

Parental/Bonding Leave Election Form

I elect to take my 30 days of Paid Parental Leave in one continuous leave period.

I elect to take my 30 days of Paid Parental Leave in one continuous leave period starting with the end of my Short-Term Disability.

Or

I elect to take my 30 days of Paid Parental Leave in one continuous leave period for the following time frame.

From _____ To _____

I elect to take my 30 days of Paid Parental Leave in two (2) week increments (up to three separate leave periods)

Period 1: From _____ To _____

Period 2: From _____ To _____

Period 3: From _____ To _____

I will only use Paid Parental Leave and do not plan to take additional unpaid bonding leave.

I plan to take additional unpaid bonding leave under FMLA after my Paid Parental Leave (if eligible). If you intend to supplement the unpaid period, indicate below the option(s) that you would like to use.

Unpaid Bonding Leave supplemental pay options:

I would like to use my remaining floating holidays to continue pay during my unpaid leave of absence until these benefits are exhausted.

I would like to use _____ (insert number) of my accrued vacation days to continue pay during my unpaid leave of absence.

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

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 the completed form to the attention of HR Benefits at hrbenefits@depaul.edu. If you require additional assistance, please contact us at 312-362-8232.