

PAID FAMILY LEAVE INFORMATION FOR CLERGY AND LOCAL CHURCHES:

Paid Family Leave = PFL

Disability = DBL

Paid Time Off = PTO

Purpose:

To provide paid time off for an employee to care for a family member* with a serious health condition, to foster parent-child bonding for an employee's newborn or newly placed adoptive or foster child, and an employee experiencing any qualifying exigency related to a spouse, domestic partner, child or parent on active military duty.

*defined as child, spouse, parent, grandchild, grandparent, parent-in-law, grandchild-in-law, grandparent-in-law, or domestic partner

Note Re: Maternity/Paternity – PFL does not cover pre-birth activity, so a mother can begin her leave on DBL and transition to PFL after the child is born and disability is concluded. DBL and PFL cannot overlap or run concurrently.

Benefit:

- Effective January 1, 2018
- 50% of salary capped at \$652.96
- Benefits are limited to 8 weeks PFL; and a total of 26 weeks for both DBL and PFL in a 52-week period
- Employees may take intermittent PFL in 1-full-day increments
- Employees are entitled to be reinstated to the same or similar position with comparable pay and benefits
- Group health insurance continues while on PFL as if actively working as long as they continue making any personal premium payments (i.e. dental, FSA, etc.)
- Duration and percentage of pay benefits are scheduled to increase annually until 2021

Eligibility – Local Churches:

- All Clergy appointed 25% or more
- Employees who work 20+ hours per week
- Employees working 20+ hours per week (clergy appointed 50%+) must have worked 26 consecutive weeks preceding first day of leave (includes time worked prior to 1/1/2018)
- Employees working less than 20 hours per week (clergy appointed 25%) are eligible after they have worked 175 workdays (this is NOT per calendar year but an initial period of 175 workdays including time worked prior to 1/1/2018)
- Spouses working for the same employer may not request leave at the same time to care for the same family member or to bond with a child (In these cases, a leave could be granted but funding would not be provided by the PFL insurance.)

- Clergy appointment changes do not affect eligibility, it's considered continual employment

Administration – Local Churches:

- Churches should not purchase their own coverage
- No employee contributions are to be withheld from pay and churches will not be billed
- Conference will add coverage to group disability plan via Guardian and pay premium
- Claim forms are posted on the Conference website: <http://www.unyumc.org/about/pfl>
- Churches must comply with Conference requests for payroll audit information, if needed
- Churches must comply with posting requirements; printable notices will be on UNY website as soon as they are available
- Churches should continue to pay full salary during PFL for clergy when their claim has been approved by Guardian; and should request reimbursement from the insurance carrier through the claims process
- Claims will be received and adjudicated by Guardian Insurance with an anticipated turn-around time of 18 days.
- Churches need to approve their own lay employee policies around payment of time off and tracking of paid family leave for their lay employees:
 - o Employee may file a claim and be paid directly by Guardian
 - o Churches cannot mandate that PTO be used first or in conjunction with PFL Pay
 - o Churches may allow employees to use pro-rated PTO in combination with PFL
 - Example: The employee could be paid full salary with a claim filed for reimbursement of 50% via PFL, and attribute remaining 50% to paid time off; i.e. sick leave or vacation.

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