

Dear Parent-to-be:

Congratulations on the new addition to your family! Whether you are an expectant mother or father and/or adopting, the material in this packet will provide you with information you need to plan for your leave and additional steps to take once you have your baby (i.e. enrolling your dependent in healthcare). To assist you, this packet was designed to answer specific question you may have about filing a maternity leave claim and/or Paid Family Leave (PFL) and a Family Medical Leave Act (FMLA) claim.

To make an appointment to discuss your leave benefits, please contact the Office of Human Resources at x6707.

Thank you!

## **For Expectant Mothers:**

### **Introduction:**

There are several leaves to which you may be entitled:

### **Pre-partum:**

For maternity leave, you are entitled to take up to 4 weeks off prior to the due date. If you do not use this time, it cannot be added to the end of your maternity/disability leave. This is considered disability leave in the state of California. The University disability claims are administered by Sedgwick CMS.

### **Post-Partum:**

Also, through California disability leave, you are entitled to take 6 weeks off after the birth of their baby if it is a vaginal birth. If you have a caesarean section birth (C-Section), you are entitled to take 8 weeks off.

Please note that you must serve a 7-day calendar-waiting period before benefits are paid by Sedgwick CMS. These first 7 days are paid from your sick or vacation time. Your sick/vacation time is coordinated so that you receive 100% of your salary. If you do not have sick or vacation time, you will be unpaid by USF.

The 8<sup>th</sup> day of disability is when Sedgwick CMS begins paying benefits. They pay 60% of your weekly salary up to a maximum of \$917/week for 2008. The difference (40%) is paid by your sick or vacation time. If you do not have sick or vacation time, you will only receive the 60% from Sedgwick CMS. After 6 or 8 weeks, benefits will cease.

In order to file a disability claim, please contact Kristine Chan at x6851 to schedule an appointment and to get the appropriate claim forms.

The claim form is in three parts:

1. You will need to complete the "Employee's Statement" section
2. Your physician will need to complete the "Physician's Statement."
3. You will also need to complete the "Authorization for Release of Information"

Upon completion, please submit your form to:

Sedgwick CMS - Pasadena Office  
P.O. Box 14435  
Lexington, KY 40512-4435  
1-800-939-4911 (phone)  
(877) 393-0017 (fax)

**Paid Family Leave/FMLA:**

Upon completion of your maternity leave, you are entitled to up to 6 weeks of Paid Family Leave (PFL) and 12 weeks of Family Medical Leave Act (FMLA) benefits. PFL is administered by Sedgwick CMS. FMLA is administered by USF. Both benefits begin on the same date and run concurrently.

**Paid Family Leave (PFL):**

You are entitled to 6 weeks of benefits under PFL. PFL pays 55% of your weekly salary up to a maximum of \$917/week. The difference (45%) is paid by your vacation time. You can no longer coordinate this benefit with your sick time except as noted below, when you are no longer disabled. (\*Please note: USF policy states under FMLA, you may record the first 9.6 days as family sick time). Your sick/vacation time is coordinated so that you receive 100% of your salary. If you do not have vacation time, you will be unpaid by USF.

To access this benefit, you will need to complete the Paid Family Leave Claim form. There are only two parts of this form that you need to complete:

1. The "Employee's Statement" section
2. The "Bonding Certification."

Upon completion, submit your form to:

Sedgwick CMS - Pasadena Office  
P.O. Box 14435  
Lexington, KY 40512-4435  
1-800-939-4911 (phone)  
(877) 393-0017 (fax)

**FMLA:**

Once your PFL benefits end, the remaining 6 weeks of FMLA continue (see attached FMLA policy). During this time, you may use your vacation time or be unpaid. You will receive an FMLA letter/forms when this benefit commences. Upon completion, please submit to:

Kristine Chan  
Human Resources Department  
2130 Fulton Street  
San Francisco, CA 94117  
415-386-1074 (fax)

**For the Adopting Parent:**

**Paid Family Leave/FMLA:**

To bond with your new child, you are entitled to Paid Family Leave (PFL) and Family Medical Leave Act (FMLA) benefits. PFL is administered by Sedgwick CMS. FMLA is administered by USF. Both benefits begin on the same date and run concurrently.

**Paid Family Leave (PFL):**

You are entitled to 6 weeks of benefits under PFL. PFL pays 55% of your weekly salary up to a maximum of \$917/week. The difference (45%) is paid by your vacation time. (\*Please note: USF policy states under FMLA that you may record the first 9.6 days as family sick time). Your vacation time is coordinated so that you receive 100% of your salary. If you do not have vacation time, you will be unpaid by USF.

To access this benefit, you will need to complete the Paid Family Leave Claim form. There are only two parts of this form that you need to complete:

1. The "Employee's Statement" section
2. The "Bonding Certification."

Upon completion, please submit your form to:

Sedgwick CMS - Pasadena Office  
P.O. Box 14435  
Lexington, KY 40512-4435  
1-800-939-4911 (phone)  
(877) 393-0017 (fax)

**FMLA:**

Once your PFL benefits end, the remaining 6 weeks of FMLA continue (see attached FMLA policy). During this time, you may use your vacation time or be unpaid. You will receive an FMLA letter/forms when this benefit commences. Upon completion, please submit to:

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Kristine Chan  
Human Resources Department  
2130 Fulton Street  
San Francisco, CA 94117  
415-386-1074 (fax)

## **For Expecting Fathers:**

### **Paid Family Leave/FMLA:**

To bond with your new child, you are entitled to Paid Family Leave (PFL) and Family Medical Leave Act (FMLA) benefits. PFL is administered by Sedgwick CMS. FMLA is administered by USF. Both benefits begin on the same date and run concurrently.

#### **Paid Family Leave (PFL):**

You are entitled to 6 weeks of benefits under PFL. PFL pays 55% of your weekly salary up to a maximum of \$917/week. The difference (45%) is paid by your vacation time. (\*Please note: USF policy states under FMLA, you may record the first 9.6 days as family sick time). Your vacation time is coordinated so that you receive 100% of your salary. If you do not have vacation time, you will be unpaid by USF.

To access this benefit, you will need to complete the Paid Family Leave Claim form. There are only two parts of this form that you need to complete:

1. The "Employee's Statement" section
2. The "Bonding Certification."

Upon completion, submit your form to:

Sedgwick CMS - Pasadena Office  
P.O. Box 14435  
Lexington, KY 40512-4435  
1-800-939-4911 (phone)  
(877) 393-0017 (fax)

#### **FMLA:**

Once your PFL benefits end, the remaining 6 weeks of FMLA continue (see attached FMLA policy). During this time, you may use your vacation time or be unpaid. You will receive an FMLA letter/forms when this benefit commences. Upon completion, please submit to:

Kristine Chan  
Human Resources Department  
2130 Fulton Street  
San Francisco, CA 94117  
415-386-1074 (fax)

## **For All Parents:**

### **Other Useful Information:**

With the anticipation of your new child, there are so many things to think about, in what seems like, so little time! Here is benefits information relevant to the addition of your family.

### **Enrolling your Child in Healthcare:**

The addition of your new child is considered a Family Status Change. You are given a 30-day window period from the date of birth or once you have legal control of your adoptive child's healthcare insurance to add him/her to the medical and dental plans. Benefits are effective immediately. If you do not enroll the new child during this period, you will have to wait until the open enrollment period (November of each year) and it will become effective on January 1<sup>st</sup> of the following year.

### **Flexible Spending Accounts - Healthcare:**

Healthcare flexible spending accounts are administered by The Lipman Company (TLC). A healthcare flexible spending account (FSA) allows you to spend money for eligible healthcare expenses free of Federal and State income taxes and Social Security taxes.

The maximum pre-tax amount you may deduct from your pay is \$5,000 per calendar year. If have not enrolled in a healthcare FSA, you may do so during the 30 day window period. Or, if you would like to change the amount you have deducted from your pay, you may also make the change at this time. Benefits become effective the 1<sup>st</sup> of the month following the 30-day period.

### **Childcare Resources:**

You may utilize USF's Employee Assistance Program through CONCERN, to help you find childcare resources. A customer service representative will provide you with information about finding childcare within your area. CONCERN may be reached at 1-800-344-4222.

## **Childcare Subsidy:**

The University has established a childcare subsidy program for full-time faculty and staff to help meet the expenses of pre-kindergarten childcare.

Childcare Subsidy applications are distributed every October and funding decisions are made in mid-November. If you are an expecting mother/father who's due date is not until the following year (i.e. February), we encourage you to complete an application when they are distributed.

Adopting parents - Please contact Sharon Hom, Benefits Specialist, as soon as possible.

The following criteria applies to fund distribution:

- ⌚ To be eligible, you must be a full-time faculty or staff member.
- ⌚ Children are eligible up until kindergarten.
- ⌚ Funding levels vary depending on faculty rank or staff income. The exact funding levels will be determined each year. For 2008, the monthly funding levels are: \$350, \$315 or \$280.
- ⌚ The funding amount is based on your current faculty rank or annual staff salary. You will receive an additional amount equal to 75% of your initial amount for each additional pre-kindergarten child in your family.
- ⌚ Please note: the funding will be deposited into a Dependent Care Flexible Spending Account in your name. You must enroll in the Flexible Spending Account Program with The Lipman Company (TLC) in order to participate in the Childcare Subsidy Program.
- ⌚ If both parents work at USF, funding will be distributed based on the status of the parent eligible for the highest level of funding (i.e. dual USF families receive funding once.)

## Flexible Spending Accounts - Dependent Care

The Lipman Company administers dependent care flexible spending accounts. A dependent care flexible spending account (FSA) allows you to spend money for eligible dependent care expenses free of Federal and State income taxes and Social Security taxes. Expenses you pay for the care of your legal dependents are eligible for reimbursement from your FSA. The expenses must be incurred to allow you to work or to look for work.

Please note that the annual maximum that can be contributed into a Dependent Care Account is \$5,000. Therefore, if you qualify for USF's Childcare Subsidy, you will only need to enroll for the difference of that amount (i.e. \$5,000 - \$3,000 (USF subsidy) = \$2,000 (your annual contribution)). Or, you can also choose not to have deductions from your pay and receive only the USF contribution.

If you have not enrolled in a dependent care FSA, you may do so during the 30 day window period. Or, if you would like to change the amount you have deducted from your pay, you may also make the change at this time. Benefits become effective the 1<sup>st</sup> of the month following this Family Status Change.

In addition to enrolling your child in healthcare and opening Flexible Spending accounts, you may also want to consider adding him or her as your beneficiary to your Basic and/or Supplemental Life insurance plans as well as your retirement plans.

For all enrollment forms and further information regarding benefits, contact Sharon Hom, Benefits Specialist at x2834 or by email to [hom@usfca.edu](mailto:hom@usfca.edu).