School of Public Health
Department Administrator
Training
Leaves of Absence for Post-Docs
Objectives

- Eligibility

- Define Leave Types
  - Short-term Disability
  - Long-term Disability
  - Workers Compensation
  - Maternity
  - Understand Roles & Responsibilities
  - post doc (Post-Docs)
  - Manager/Dept
  - Leaves Specialist

- Understand Process Before, During, and After Leave
Benefits Eligibility

• Internal Post-Doc
• External Post-Doc (Stipend)

• Post-Docs must be:
  • Employed on a regular University payroll
  • Working at least 17.5 hours/week, or paid at a base annual rate of at least $15,000
  • Benefits end on day of Termination
Roles & Responsibilities
(Before a Leave Begins)

**Post Doc**
- At least 30 days in advance:
  - Notify manager
  - Must meet with Leaves Specialist
  - Submit a *Request for Leave Form*
  - Initiate claim with The Standard
    - Provide Attending Physicians Statement (5-day review period for Medical)

**Manager**
- Once notified of need for leave by Post Doc
  - Do not ask for specific description of condition
  - While not mandatory, you may wish to agree to periodic check-ins during the leave (the Post Doc would call you).
Roles & Responsibilities
(Before Leave Begins)

Leaves Specialist (HR)

• Provide the Post Doc with:
  • FMLA Forms
  • Request for Leave Form

• Once the Request for Leave Form has been submitted, the Department will be notified of:
  • Intent to take leave (timelines)
  • Duration
  • Disability salary
  • Wait-period (medical) or Pre-birth time (maternity)
  • Intended return to work date
Leave Type: Short-Term Disability

• STD provides income replacement during medical leave for 26 weeks:
  • Up to 24 weeks is paid from the Harvard Disability Fund
  • Occurs on a rolling calendar, concurrently with FMLA
  • Can be taken continuous or part-time
  • Is approved by The Standard for up to 2 months at a time
  • Is recommended for medical leaves lasting more than 10 days and less than 6 months
    • HU policy preserves a Post Doc’s job up to 6 months while the individual is on medical leave
• Post-Docs are automatically eligible for STD as long as they meet eligibility criteria and complete the mandatory 10-day waiting period.
STD: Roles & Responsibilities
(During STD Leave)

**Post Doc**
- Confirm Last day worked
- Keep line of communication open, updating Leaves Specialist of any updates/changes
- Schedule evaluation appointments with doctor(s) for Return to Work or STD recertification
- Provide Leaves Coordinator with medical clearance (signed doctor’s note) in order to Return to Work

**Department**
- Department will be notified of approval and sent Designation Notice
- Adjust PTO balance to reflect the PTO used during the mandatory 10-day wait period
- If the STD approval is delayed beyond wait period, Department is to have SPH Payroll reduce post doc’s salary to 75% via Add Negative Pay
- During Recertification, salary should also be reduced based on the amount PTO Post Doc has left
STD: Roles & Responsibilities (During STD Leave)

Leaves Specialist (HR)

• Disability Payroll will have control of the post doc’s record for the STD approved period, and will RETURN the record to the department when the STD ends.
  • Leaves Specialist will notify department when the record is returned to the pay group.

• Upon end of STD approved period, Leaves Specialist will notify department:
  • If the Post Doc plans to return to work on the scheduled date and has submitted the medical clearance
  • If the Post Doc plans to apply for recertification

• If 5 months has passed and the Post Doc has not returned or has not provided a return to work date, HR will draft an Intent to Return Letter.

• If STD has exhausted, the Post Doc automatically rolls over to LTD (if covered).
Leave Type: Maternity

- Maternity Leave for Post Doc’s with less than 7 years of service:
  - 8 Weeks of Short Term at 75% of Salary (Paid By Harvard Disability Fund)
  - 4 Weeks of Parental at 75% of Salary (Paid by Department),
  - Optional 13th week using vac, pers, or unpaid
  - If more than 7 years of Service, both STD and Parental are paid at 100%.
- Maternity Short Term Disability cannot be supplemented in order to be paid 100%, but can be substituted with PTO (Sick, Vac, Pers).
- Post Docs have the option to supplement Parental Leave using 5 Vacation or Personal Days only, in order to be paid at 100%, if less than 7 years of service.
- Post Doc is entitled to 2 weeks pre-birth sick time using sick, vac, personal. If the baby is still not born after the 2 weeks are up, please continue to use PTO time.
- Pre-Maternity STD: If there are complications and the post doc needs more time prior to birth, post doc should initiate an STD claim.
Maternity Leave: Roles & Responsibilities

Post Doc
• Notify Leaves Specialist of last day worked
• Notify Leaves Specialist of Date of Birth.
• Call Benefits Office to add baby benefits within 30 days of birth of child
• Confirm scheduled return date

Manager/Department
• Manager to confirm with Leaves Specialist of Post Doc’s last day of work
• Adjust PTO balance to reflect pre-birth time or supplementations used during Leave.
• Department Administrator to enter Parental time once transferred from STD
Maternity Leave: Roles & Responsibilities

Leaves Specialist (HR)

- Upon confirmation of baby’s birth, notification sent with confirmed timeline to the following:
  - Administrators & Manager
  - SPH & Disabilities Payroll
  - Post Doc, HR Consultant, and Jennifer Moltoni (Faculty Affairs)
- Disabilities Payroll will take Post Doc’s record for duration of STD (Department will not have access)
- Department will be notified when Post Doc’s record is returned and transition to Parental, following final pay period of STD
Transition from STD to Parental Leave

• STD To PAL: Before the post doc’s record is returned after the final pay period of STD, Disabilities Payroll will pay out any parental leave earnings during that pay period only, beyond that is the department’s responsibility.

• Supplementing and Reducing salary during Parental Leave.
  • Supplement: keep Salary at 100% and debit 5 days PTO balance to reflect the supplement (vac and Pers days only).
  • No Supplement, have SPH Payroll reduce Salary to 75% Add Negative Pay.

• Department is responsible for returning the post doc from Parental Leave effective next business day, following the end date of Parental by submitting a "Return from Leave" Wasabi form.
Leave Type: Workers Compensation

- Workers’ Compensation is salary replacement for post docs injured on the job, it can also cover rehab & medical expenses for job related bodily injury only.
- Coverage under WC is NOT a choice - no sick time or STD for work-related disability.
- Workers Compensation can run concurrently with FMLA, if qualified as serious condition, post doc must be notified ahead.
- Accident Report Form should be sent ASAP to Leaves Specialist upon any accident. Forms located in Harvie.
- HR will send Accident Report Claim Number to Supervisor and Post Doc.
- Our Vendor CCMSI has 14 days to approve or deny or deny claim.

During Workers Compensation

• Only the first 21 Days of Workers Compensation will be paid 100% By Harvard. Claims beyond 21 days are paid by CCMSI at 60%.

• If a post doc has a Workers Compensation claim that is beyond 21 days, he or she will not be on Harvard payroll. The post doc will be personally responsible for benefit deductions.

• Return to work process is the same for Worker’s Compensation as all Medical Leaves, the post doc will need medical clearance

• Post Doc can return on Part-Time Workers Compensation. The Department and UDS Must approve if FMLA has been exhausted.
Long Term Disability

- Long Term Disability: refers to Disabilities over 6 months and pays up to 60% of Salary. All Harvard paid post docs are eligible after they have completed a 180 wait period.
- Long Term Disability can also be used Part-Time, must be approved by Department.
- Job is not guaranteed during LTD
- Pension credit continues based on the salary in place on the last day worked
- Post doc status is maintained for payroll purposes. There may or may not be an employment relationship.
Reasonable Accommodations

• A reasonable accommodation is any change or adjustment to a job or work environment that permits a person with a disability to participate in the job application process, and to perform the essential functions of a job.
• Post Doc should notify Leaves Coordinator of the need for Reasonable Accommodations prior to return.
• Leaves Coordinator will send out Reasonable Request Forms, which must be completed and sent to University Disability Services Case Manager.
• Medical Documentation to support this request should include limitations, restriction, duration and # of hours for reduced.
• Post Docs must perform the essential functions of their jobs and meet all job-related requirements, with or without reasonable accommodations.
Questions

• Leave Of Absence: Rodney Gabriel ext: 2-1024
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• PeopleSoft Questions:
  • Trina Weekes Tweekes@hsph.harvard.edu

• Reasonable Accommodations:
  • Karen Millet of Disability Services- karen_millett@harvard.edu, 5-1811
  • Michelle Conroy of Disability Services
    michelle_conroy@harvard.edu, 6-7326

• Return from leave Wasabi Questions:
  • Jennifer Moltoni of Faculty Affairs- jmoltoni@hsph.harvard.edu, 2-4533