MIT Leave Policy Highlights and Workpartners Processes

February 2022

Agenda

- Leave Laws and Pay Policies
- Policy Provisions
- Employee Responsibilities
- Workpartners/MIT Processes
- Pay and Time Processes
- Medical Documentation and LWOP

Leave Laws Overview

MIT Paid Leave Polices run concurrently with these laws

FMLA

- Unpaid Leave
- Up to 12 weeks for medical and family/exigency leave
- Up to 26 weeks Ill Service member

PFML

- Up to 20 weeks total Medical
- Up to 12 weeks Family Leave includes Bonding

MA Parental Leave

- 8 weeks
- Runs concurrent with PFML

Learn more: See the overview of employee leaves

Pay Policy Definitions

Sick Leave – Paid at 100% time for one's own illness, includes cold, flu (little sick), or serious illness leave.

- Comes from employee's sick leave balance
- Up to 40 hours for Sick Family
- For hourly, up to 24 hours of personal time, pro-rated based on work schedule

Serious Illness Reduced Pay – Paid at 80% time, available for immediate use.

- Once you start using SIRP, you cannot go back to using sick leave for the same illness
- SIRP is only for employee's own illness, not for Family Leave

Learn more: Sick leave tracking

Pay Policy Definitions

State Formula Rate 2022

Pay at up to $1084.31 gross per week based on earnings for Bonding Family Leave, non-benefits eligible sick or family leave

- Based on quarterly earnings
- **Taxes and deductions are taken from state rate and paycheck**

Learn more: Calculating leaves at the State Formula Rate

Maternity and Bonding Leaves

Maternity Leave and Bonding Leave

- Maternity starts on date of birth
- Bonding Leave cannot be taken until the date of Birth/Adoption or Foster

Maternity Leave: 8 weeks, paid with Sick Time at 100% pay or SIRP at 80% pay

+

MIT Paid Parental Leave: 4 weeks, paid at 100% pay

+

Bonding Leave: 8 weeks, paid at State Formula Rate

=

20 weeks total leave

MIT Paid Parental Leave – at 100% pay

Can only be taken upon birth of child – not before

Learn more: See the overview of employee leaves

Policy Provisions – Sick Leave Accrual

Accrual of Sick Time

- New hires are credited with 20 days of Sick Time on date of hire, tracked in hours
- After one year of service, monthly accruals of one day each month begin
  - Monthly sick accrual is at the same time as monthly vacation accrual
- Unused sick time can be accumulated to a maximum of 132 days – equivalent of 26 weeks (Support Staff hired prior to 12/31/2020 can accumulate up to 192 days)
- Sick Time and Vacation Time continue to accrue at the normal rate while using Sick Time, SIRP, and any State Rate Formula

Learn more: Sick leave tracking

Policy Provisions

- All leaves combined are capped at 26 weeks in a Benefit Year (52 weeks counting forward).
- Holidays or special holidays are paid at the rate in effect on the holiday or special holiday. SIRP or Bonding at the State Rate.
- Holidays other than Winter Break count towards leave clocks. Pay during the Winter Break will be at regular salary.
- In order to take MIT Paid Parental leave, you must be benefits eligible on the day of the child's birth.
- The MIT Paid Parental Leave Form must be completed and received before Workpartners will approve the leave.
- You cannot start MIT Paid Parental Leave before the birth of the child.

Policy Provisions – Employee Responsibility

For planned use of Sick Time, employees must provide at least:

- Seven days of advance notice for leaves relating to minor illnesses or medical appointments, and
- 30 days of notice for planned leaves for Serious Health Conditions, Paid Parental Leave or Bonding Leave, or leaves lasting more than three days.
    - Employees must follow call in procedures and contact supervisor to notify when they are sick. Normal call-in procedures have not changed.

For an emergency situation, employees (or other responsible party) must notify the supervisor as soon as practicable of the expected duration of the leave, or if unknown, on a daily basis.

Learn more: Checklists for employee leaves

Policy Provisions – Employee Responsibility
Unplanned Absences

- Employee must contact supervisor and follow department call-in procedures if they are out.
- Employee must contact Workpartners if they have a **serious illness** which may be 3 days or more. (Things like a cold, stomach bug, and flu are not considered serious health conditions.)
- Employees must be notified of their rights of FMLA and PFML.
- Workpartners will start a leave case if a there is a **serious illness** of longer than three days.
- Employees **should not** request leaves through Workpartners more than 60 days in advance (can create payroll and leave time problems when leave is further out).
- Proof of Birth and Parental Leave Form must be provided to Workpartners to begin MIT Paid Parental Leave.

Learn more: Checklists for employee leaves

Employee Responsibility

- Employees are expected to keep their supervisor up to date on any changes to their leave (extension, change of dates, cancellation of leave).
- Employees need to complete documents within 15 days and get them to Workpartners for processing.
- **Employees are encouraged to request materials from Workpartners through email as it makes the process move more quickly.**

Learn more: Checklists for employee leaves

Workpartners

Workpartners is MIT's vendor for processing leaves. They have a dedicated MIT phone line available 24/7 – **833-852-2207 or email mitloa@workpartners.com.**

Workpartners **Intake Specialist**:

- Answers initial calls from MIT employees
- Completes an intake form with the employee including leave time and type of leave
- Intake received by Workpartners' Leave Specialist

Workpartners **Leave Specialist**:

- Contacts employee within 72 hours of receiving intake form to discuss eligibility, process for leave
- Workpartners is in Pennsylvania so return calls will be from Pennsylvania
- Either emails or mails forms for employee and health care provider form to complete. (Receipt by email is more expeditious)
- Determines eligibility for leave
- Emails notice of leave request to the DLC and employee

Workpartners

- Leave Specialist receives all required documentation and if meets requirements, approves leave in the Workpartners system.
- Workpartners sends a file feed to MIT and the leave action and dates of leave are automatically fed to the timesheet in SAP.
- SAP hourly time sheets are updated automatically with the leave type.
- Sick leave balances are automatically deducted.
- SIRP and State Rate does not deduct from sick leave balances but is counted towards leave entitlement clocks.

Pay and Time Processes – Support Staff

Timing of Leaves for Weekly Payroll

The timing of when a leave is sent to MIT for processing depends on when all documents are returned to Workpartners. There is then a turnaround time.

- Employees are notified at the time of leave that there may be pay delays.
- DLCs may have to do corrected time sheets in some cases.
- If an employee is using their sick leave, they should be paid for holidays and the DLC must put the holidays on the timesheet.
- If an employee misses pay due to the timing – the DLC can work with DSMLO to arrange for an out of cycle direct deposit.

Learn more: The impact of leave request timing on pay (with examples)

Timesheets for Employee on Workpartners Leave

- All employees out on continuous or intermittent leave during the Winter Break will require timesheets to be completed with the Holiday or Special Holidays.
- During the first 15 days when the case is pending, employees can use their sick leave and it should be entered on the timesheet.
- If they do not have any sick time during the first 15 days, enter LWOP on the time sheet. If the medical documentation is received within 15 days, they will get retroactive pay at the SIRP 80% rate.
- If the medical documentation is late, they will be placed on LWOP on day 16.
- When late medical documentation is submitted and approved they will be paid at the State Rate retroactive to the first day of the leave and you will be paid SIRP as of the day medicals are received.
- When medical documentation is received, employee will be paid retroactively back to day 16 if they had 15 days of sick leave. If they were on leave without pay initially, they will receive the State Rate back to their first day of leave.

Learn more: Timesheet instructions

Intermittent Leave Time Processing

Intermittent Time Reporting

- Employees must notify their supervisor and Workpartners of any intermittent time required and approved.
- Workpartners will send a notification of a request for intermittent leave.
- Workpartners will send approval of intermittent time once reviewed.
- If employee does not report hours to Workpartners their intermittent time may not be approved by payroll cutoff.
- Departments will input LWOP pay code on the timesheet and that will be changed when time is approved by WP.
- Once approved, they will be paid for the intermittent absence.

Learn more: Timesheet instructions

Pay Processing

- If an employee does not provide medical documentation within a 30-day timeframe, Workpartners will close the case.
- If they are not in contact with their supervisor or department, they would be considered on an unapproved leave which could result in an unpaid leave, or possible discipline.
- Department will receive notification from Workpartners if they did not receive documentation of denied, no documentation.
- Sick Family at the State Rate can be taken intermittently if an employee is going to work part-time.

Resources

Disability Services and Medical Leaves Office – hr-dsmlo@mit.edu

- Leave policy questions
- Concerns or problems with pay or timesheets
- Questions about Workpartners processes

FMLA and LOA Administrators: Theresa Howell, Mary Donovan, Jessica Joseph

Human Resources Officer

- Concerns with supervisor, department AO, department HR administrator on problems with leave requests

Workpartners – 833-852-2207 or mitloa@workpartners.com

- Leave process questions
- Leave entitlements, leave policies, leave approvals
- Leave changes, medical documentation

Employee Leaves website

Employee FAQs and Manager/DLC Admin FAQs

If you need a disability-related accommodation to access these materials, please email hr-dsmlo@mit.edu.