

## **UJA-Federation of New York PARENTAL LEAVE POLICY**

### **MATERNITY LEAVE**

The New York State Disability Law considers maternity leave a disability for a period of six to eight weeks for childbirth for a normal pregnancy and delivery. You are eligible to receive New York State Short-Term Disability benefits once you have exhausted your sick leave. Less than one year of service, Maternity leave is unpaid by UJA-Federation once disability leave and vacation time have been exhausted.

However, if you have been employed by our organization for;

- One or more consecutive years, you will be paid your full salary for one month.
- Two or more consecutive years, you will be paid your full salary for a period of two months.
- Three or more consecutive years, you will be paid your full salary for a period of three months.

The remainder of the Maternity leave you will be entitled to New York State Disability benefits. All such leaves shall be counted toward your entitlement (if any) for FMLA leave.

An employee who does not return for at least six months upon the completion of her maternity leave, must reimburse UJA-Federation all of her maternity leave pay.

The organization shares the cost of group health coverage during the first three months of your disability. After three months, you may continue to be covered by the group health-insurance package by paying the cost of the premiums to the Human Resources Department by the 10<sup>th</sup> of each month.

If you have completed one year of service - 12 consecutive months - and have worked at least 1250 hours, you are eligible for leave under the Family Medical Leave Act (FMLA). Under the FMLA, you are entitled to up to 12 weeks of leave during a 12-month period. The 12-month period is defined as the 12 months immediately preceding the commencement of any FMLA leave, commonly known as the “rolling back” 12-month period. Certification from your health care provider is required, and where foreseeable, you must provide the organization with at least 30 days of notice before family medical leave begins.

### **PATERNITY LEAVE**

New fathers are entitled to two weeks of paternity leave preceding, during or following the birth of their child only if he is eligible to receive FMLA leave. After completing one year of service, a regular employee shall receive a maximum of two weeks leave, one of which shall be a paid leave.

## **ADOPTION**

If you are adopting a child, the organization will grant the primary caregiver an adoption leave. Under the Family Medical Leave Act, you can request a total of 12 weeks of unpaid leave when adopting a child. Upon adoption, an employee who is “eligible” under FMLA and is the primary caregiver will be provided with paid time off to care for the child as follows:

- One or more consecutive years of employment – full salary for one month;
- Two or more consecutive years of employment – full salary for two months;
- Three or more consecutive years of employment – full salary for three months.

During the time off, the UJA-Federation and the employee will continue to pay for their respective shares of the cost of the employee’s health insurance coverage for up to three months of leave, whether with or without pay.