TOPICS BEING PRESENTED

- Qualifying Life Events
- Leaves of Absence
- ADA Accommodations
- Absence Management System
- Annual Open Enrollment Period
QUALIFYING LIFE EVENTS
EXAMPLES OF A QUALIFYING LIFE EVENT

• Marriage
• Birth of Newborn/Placement of Adopted Child
• Divorce
• Loss of Coverage
• Gain Coverage Elsewhere
SPECIAL ENROLLMENT PERIOD

- Qualifying Life Events create a Special Enrollment Period that allows you to make certain changes to your healthcare coverages within 60 days
ALLOWABLE CHANGES

- Add new spouse
- Add newborn/dependents
- Remove dependents
- Terminate healthcare coverages and enroll in cash-in-lieu
- Newly enroll in our benefits, previously getting cash-in-lieu
IMPORTANT DEADLINE

• No later than 60 days after the event:
  • Notify HR
  • Submit completed Enroll/Change Form
  • Submit proper documentation
• Otherwise, you must wait until the next Open Enrollment Period in May for a July 1 effective date
LEAVES OF ABSENCE
QUALIFIED LEAVES OF ABSENCE

• Birth or placement of an adopted/foster child within first 12 months
• Own serious medical condition
• To care for a qualified family member with a serious medical condition
• Certain events related to covered servicemembers
JOB PROTECTION WHILE ON LEAVE

• FMLA (Family & Medical Leave Act)
• NJFLA (New Jersey Family Leave Act)
• ADA (The Americans With Disabilities Act)

*ALL UNPAID*
FMLA

• Provides up to 12 work weeks of UNPAID job-protected leave in a rolling 12-month period for most events
• Must work for CRHS at least 12 months and work at least 1,250 hours preceding leave to be eligible
• Must provide at least 30 days notice, if known in advance, or as soon as practicable
FMLA (CONT’D)

• Qualifying Events for FMLA:
  • Birth or placement of an adopted/foster child within first 12 months
  • Your own serious medical condition
  • To care for qualified family member with serious medical condition
  • Certain other events related to covered servicemembers
NJFLA

• Provides up to 12 work weeks on UNPAID job-protected leave in a rolling 24-month period for most events
• Must work for CRHS at least 12 months and work at least 1,000 hours preceding leave to be eligible
• Must provide at least 30 days notice, if known in advance, or as soon as practicable for most events
NJFLA (CONT’D)

• Qualifying Events for NJFLA:
  • Birth or placement of an adopted/foster child within first 12 months
  • To care for qualified family member with serious medical condition
  • Certain events related to covered servicemembers
  • Does NOT provide protection for your own serious medical condition
NJFLA (CONT’D)

• Changes effective 7/1/2019:
  • Qualified “relative” now includes
    • Siblings
    • Grandparents/grandchildren
    • Parents-in-law
    • Any blood relative
ADA

- Allows for a leave of absence as a reasonable accommodation in certain circumstances
- Length of leave must be brief
- Return date must be defined
NJFLI

- Provides up to 6 work weeks of PAID leave in a rolling 12-month period for qualified events (not job protection)
- Must work in NJ for at least 20 weeks during 52 weeks preceding leave
- Must provide at least 30 days notice if known in advance, or as soon as practicable for most events (15 days notice for intermittent leave)
NJFLI (CONT’D)

• Qualifying Events for NJFLI:
  • Birth or placement of an adopted/foster child within first 12 months
  • To care for qualified family member with a serious medical condition
• Cannot be used to care for yourself if you get sick
NJFLI (CONTD)

- Benefits are no more than 2/3 of your weekly pay up to a max of $637 (2018)
- Will only pay if you are not receiving a paycheck
- Employee is responsible for applying directly to state within 30 days
NJFLI (CONT’D)

- Changes effective 7/1/2020:
  - Increases program from 6 weeks to 12 weeks
  - Increases intermittent leave from 42 days to 56 days
  - Benefit rate will increase to 85% of employees average weekly wage to a cap of $859
RECORDING TIME UNDER EACH LAW

• All leave types run concurrently (at the same time/overlapping) when eligible under each law

• If you want to continue getting paychecks, you must use your accumulated days, i.e., sick days (you may opt to go without pay and apply for NJFLI – payments depend upon eligibility)

• Using paid or unpaid days does not change recordkeeping under FMLA, NJFLA & ADA
### Example #1: Own Medical Condition

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<td>You may elect to use your accumulated Paid Days at the beginning of your leave. Using Paid Days does not change when FMLA begins.</td>
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### Example #2: Pregnancy

**Job Protection Only - Not Paid**
- **FMLA**
  - (12 weeks max)
  - Job protection only. Must be used concurrently with NJFLA when eligible for both.
- **NJFLA**
  - (12 wks in 24 mths max)
  - Job protection only. Can only be used for qualified family members - not yourself.

**Sick and Unpaid Days**
- **Sick/Unpaid Days**
  - (Accumulated)
  - You may elect to use your accumulated Paid Days at the beginning of your leave. Using Paid Days does not change when FMLA and/or NJFLA begins.

**Paid Benefits Offered from State**
- **NJFLI**
  - (6 weeks max)
  - Benefits paid by the state. Can only be used for qualified family members - not yourself.
  - NJ Family Leave Ins. starts AFTER the birth of your child & paychecks end.
REQUESTING A LEAVE OF ABSENCE

- Discuss with your supervisor
- Contact Jackie with the following information as soon as you are aware of the need for leave:
  - Reason for leave (own medical condition, pregnancy/child rearing, care for parent, etc.)
  - Approximate begin date
  - Approximate end date
REQUESTING A LEAVE OF ABSENCE (CONT’D)

- You will be provided with the necessary paperwork
- Medical certification is required for most leaves lasting 7 or more consecutive work days
REQUESTING A LEAVE OF ABSENCE (CONT’D)

• Hourly employees
  • Most aren’t eligible due to number of hours required but they still need to notify HR
  • Copies of a form letter requesting leave has been provided to Lisa Stant and can also be obtained from Jackie
ADDITIONAL INFORMATION

- Additional information may be found on our website under Staff/HR Documents
- Legally-required notices are posted around the building
- If you have any questions, contact Jackie
ADA ACCOMMODATIONS
ON-JOB WORK ACCOMMODATIONS

• If you need an accommodation to enable you to do your job, contact Jackie
• Dress code violations that are medically necessary also require documentation – contact Jackie
• All reasonable accommodations will be considered
USING ESS
(FORMALLY SOURCE4TEACHERS)

- How-To Instructions are posted on our website under Staff/HR Documents
- Enter absences as soon as possible to increase substitute fill rates
- Jury Duty:
  - Enter in jury duty absences in daily increments assuming you will attend
  - Delete if you don’t have to attend
USING ESS (CONT’D)

- You may enter in multiple absences at once
- Enter your relationship under “Note to Administrator” for bereavement and family illness
- Documentation is required for bereavement and family illness days
- Doctors notes may be requested for sick days at any time
ANNUAL OPEN ENROLLMENT PERIOD
THINGS YOU SHOULD KNOW

• Annual Open Enrollment Period is in May with a July 1 effective date and materials are sent via email
• During Open Enrollment Period, you can:
  • Add/delete dependents
  • Pick up coverage
  • Terminate coverage
  • Select a different medical plan
THINGS YOU SHOULD KNOW (CONT’D)

• Everyone must complete the Section 125/Cafeteria Plan POP (Premium Only Plan) election form each school year
• If you wish to continue cash-in-lieu, you must complete a new cash-in-lieu election form each school year
• If you wish to continue participating in FSA, you must complete a new election form each school year
Q&A