

HUMAN RESOURCES

SEPTEMBER 2019 PRESENTATION

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 (CONT'D)

- Benefits are no more than $\frac{2}{3}$ 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

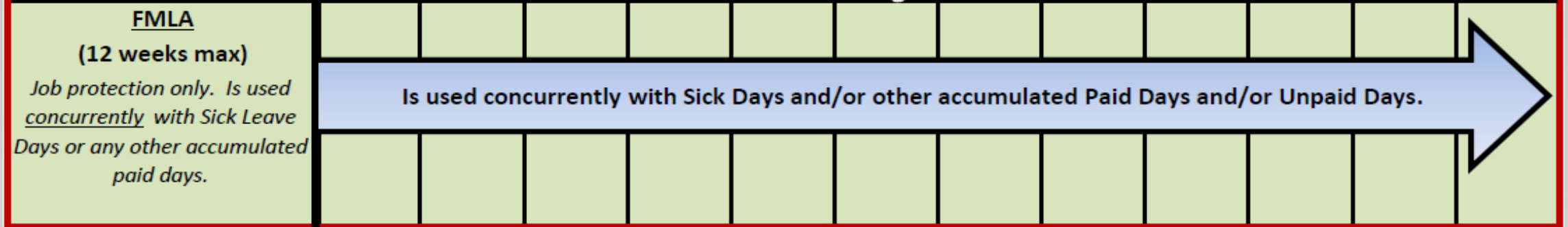
RECORDING TIME UNDER EACH LAW

- 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

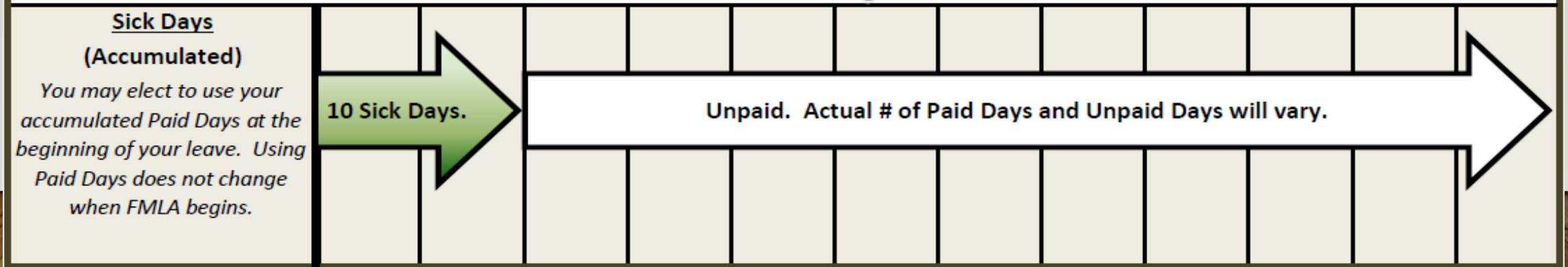
EXAMPLE #1: OWN MEDICAL CONDITION

WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10	WEEK 11	WEEK 12
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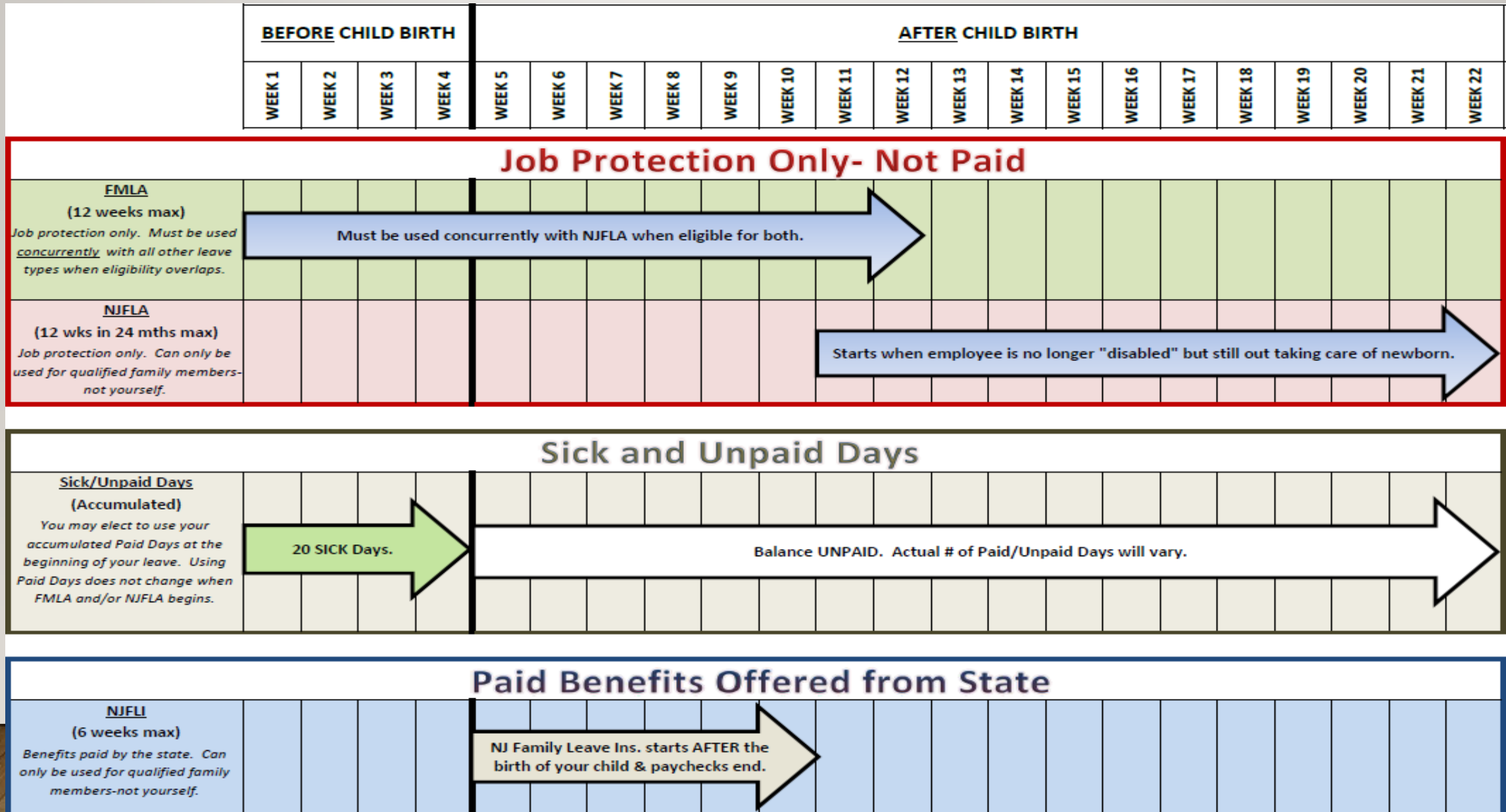
Job Protection Only- Not Paid



Sick Days



EXAMPLE #2: PREGNANCY



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

ABSENCE MANAGEMENT SYSTEM



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 bereavements 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

