

Parental Leave Guidance for Faculty Members

Congratulations on the new addition to your family! This guide will help you understand the leave options available to you as a UR faculty member.

1. **If you are giving birth to a child, you will qualify for Short Term Disability** for the time period your doctor considers you unable to work. Typically, new mothers receive 6 weeks of Short Term Disability after the birth of your child but these are only guidelines and your actual disability length is set by your doctor with medical support. Your pay rate during this period is set according to HR [Policy 339](#). Faculty members who have worked for UR more than 4 weeks before giving birth can expect at least 2 months at full salary.

How to use SHORT TERM DISABILITY:

- When your doctor determines you are no longer able to work, call Hartford Disability at 1-866-548-3101, to open a Short Term Disability claim. Don't call "too early", maybe two (2) weeks prior to your due date. **Please note: Short Term Disability is paid on your regular pay cycle through the University (not through Hartford).**
- When you deliver your baby, call Hartford again and give them the "actual" delivery date
- Be sure your physician provides Hartford (NOT Leave Admin or your department) with updated medical information by completing the Attending Physician Statement provided by Hartford.

For more information on SHORT TERM DISABILITY, please see

<http://www.rochester.edu/working/hr/leave/> or you may contact Donna at (585) 273-5238 or Dawn at (585) 276-5134.

2. **For those parents who adopt or whose partner gives birth to a child**, you may be eligible for 2 weeks of paid **Faculty Parental Leave** as described in the UR Faculty Handbook. Under this policy, "All full-time and part-time benefits-eligible faculty members can request paid leave as long as the faculty member is the primary caregiver for the child. If both parents work for the University, only one parent can be designated as a primary caregiver." Please note that Faculty Parental Leave runs concurrently with other leaves and cannot be used to create a double payment. Please see the [UR Faculty Handbook](#) for further details.

How to use Faculty Parental Leave: Please contact your department chair for guidance.

3. After you use Short Term Disability or Faculty Parental Leave, you may be eligible for **NYS Paid Family Leave (PFL)**. PFL is administered by the Hartford. Employees will receive 55% of their average weekly wages (based on 8 weeks of earnings prior to the leave) capped in 2019 at \$746.41 per week (based on NYS average weekly wage). Payment will come directly from the Hartford to the employee and will not be paid through the University payroll. This benefit is taxable.

How to use PFL: call your claim into Hartford at 1-866-548-3101 no more than 30 days in advance.

Hartford will request the employer information from Leave Administration and work with the employee on obtaining any necessary documents. They will process your PFL claim and payments will be received from the Hartford for any PFL time.

For more information on PFL, please see <http://www.rochester.edu/working/hr/leave/> or you may contact Lori at (585) 276-5132.

4. You may be eligible for leave under the **Family Medical Leave Act** (often referred to as **FMLA** leave) if you have been employed by the University for at least 12 months and have worked a minimum of 1,250 hours during the immediately preceding 12 months. FMLA leave is unpaid and runs concurrent with other types of leave such as Short Term Disability, Faculty Parental Leave, and PFL. The maximum available length of FMLA leave is 12 weeks. Therefore, faculty members who have already taken 2 weeks of Faculty Parental Leave and 10 weeks of PFL would not be eligible for FMLA leave. However since FMLA leave can be taken in ½ hour increments while PFL must be taken in whole day increments, there may be situations where FMLA leave is more appropriate for you.

How to use FMLA leave: fill out an application at <http://www.rochester.edu/working/hr/leave/fmla/>

For more information on FMLA, please see <http://www.rochester.edu/working/hr/leave/> or you may contact Margaret at (585) 275-5250.