Subject: Required Notification – Massachusetts Paid Family and Medical Leave Notice

Dear Colleague:

We are pleased to share news of an exciting new benefit that will soon be available. Beginning in 2021, Harvard University will offer all eligible employees paid family and medical leave. Harvard’s new paid family and medical leave benefits, which are modelled on the Massachusetts Paid Family and Medical Leave Law, are designed to enhance the many family-friendly and medical leave benefits that Harvard currently offers its employees.

The details of these new benefits – which supplement the benefits employees already receive – are outlined below along with an important notification from the Commonwealth of Massachusetts concerning the Paid Family and Medical Leave Law.

After reading this information, we kindly ask you to acknowledge receipt by clicking here.

**Harvard’s New Paid Family and Medical Leave Benefits**

All eligible employees will receive the following paid family and medical leave benefits:

**Paid Medical Leave:** Beginning January 1, 2021, employees may take up to 20 weeks of paid Medical Leave in a benefit year due to the employee’s own serious health condition that incapacitates the employee from performing the essential functions of the employee’s job.

**Paid Family Leave:** Employees may take paid Family Leave for the following reasons:

1. Beginning July 1, 2021, employees may take up to 12 weeks of paid Family Leave to care for a family member with a serious health condition.
2. Beginning January 1, 2021, employees may take up to 12 weeks of paid Family Leave to bond with a child during the first 12 months after the child’s birth, adoption, or foster placement.
3. Beginning January 1, 2021, employees may take up to 26 weeks of paid Family Leave to provide care to a family member who is a covered service member.
4. Beginning January 1, 2021, employees may take up to 12 weeks of paid Family Leave because of any qualifying exigency arising out of the fact that a family member is on active duty or has been notified of an impending call or order to active duty in the Armed Forces. Qualifying exigencies include such things as providing for the care or other needs of the military member’s child or other family members, making financial or legal arrangements, attending counseling, military events or ceremonies, spending time with the military member during a rest and recuperation leave or following return from deployment, or making arrangements following the death of the military member.

**Total Leave:** Employees may take up to a maximum of 26 weeks, in the aggregate, of paid leave per benefit year for the purposes listed above.

**Interplay with Other Types of Leave:** If an employee takes leave pursuant to these new benefits and is also qualified for leave under Harvard’s Family and Medical Leave Act (FMLA), parental leave, and/or other leave of absence policies, including but not limited to leaves provided in applicable collective bargaining agreements, all applicable leaves will run concurrently.
Weekly Wage Replacement Benefit: An employee who takes paid leave pursuant to these new benefits will receive at minimum the weekly wage replacement benefit prescribed by the Massachusetts Paid Family and Medical Leave Law (up to $850/week). More information about such minimum benefits may be found here: https://www.mass.gov/info-details/estimate-your-available-paid-family-and-medical-leave-benefits.

Supplemental benefits: Employees may be eligible to receive additional wage replacement benefits under other Harvard policies and benefit programs and collective bargaining agreements. In such cases, the employee will receive the greater of the various benefits that are available for the covered reasons. In no case may the total payment received by the employee exceed the compensation that the employee would have received if they had been working.

Harvard has been provisionally approved by the Massachusetts Department of Family and Medical Leave to provide these benefits directly to its employees through its own “private plan” (rather than requiring its employees to also go to the Commonwealth to seek approval and payment for such leaves, like many other employers).

Eligibility
To be an “eligible employee” you must: (1) be a covered employee who is not exempted by the Massachusetts Family and Medical Leave Law, M.G.L. c. 175M; and, (2) meet the financial eligibility test set forth by the Department of Family Medical Leave.

1. Covered Employees: Covered employees are all employees – including full-time, part-time, casual, temporary, and seasonal employees – who perform services within Massachusetts and are not exempted under the Massachusetts Family and Medical Leave Law, M.G.L. c. 175M. These benefits also apply to former employees who performed services in Massachusetts if they have been separated from employment for no more than 26 weeks at the start of their family or medical leave and have not obtained other employment.

Exemptions: These benefits do not apply to: (a) existing or former employees who do not perform services within Massachusetts, (b) independent contractors, (c) student workers, (d) H-2A visa holders, or (e) any other categories of workers who are exempted under the Massachusetts Family and Medical Leave Law, M.G.L. c. 175M.


Rights and Obligations under the Massachusetts Paid Family and Medical Leave Law
There are, of course, other aspects of our paid family and medical leave benefits – and the Massachusetts Paid Family and Medical Leave Law – that are too numerous to list in this cover letter. Therefore, we encourage you to read the “Rights and Obligations under the Massachusetts Family and Medical Leave Law” Notification (“Notification”) provided by the Commonwealth of Massachusetts by visiting https://hr.harvard.edu/ma-pfml.

When finished, we ask you to acknowledge that you have received this cover letter and Notification by completing an acknowledgement form in PeopleSoft.

To complete the acknowledgment, click the link at the top of this email or the link here.

Questions
If you have questions, please contact Harvard Benefits at benefits@harvard.edu or 617-496-4001; or The Massachusetts Department of Family and Medical Leave, Charles F. Hurley Building, 19 Staniford Street, 1st Floor, Boston, MA 02114 or 617-626-6565.

To learn more about the Massachusetts Paid Family and Medical Leave Law, visit: https://www.mass.gov/orgs/department-of-family-and-medical-leave.

Thank you,
Harvard Benefits

Please note that receipt of this communication does not guarantee eligibility for this program. For full eligibility requirements, please go to https://www.mass.gov/orgs/department-of-family-and-medical-leave. Harvard reserves the right to make changes to its paid family and medical leave benefits described above and/or any existing leave programs.
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The Department of Family and Medical Leave (DFML) Employment Security Trust Fund.

Harvard University

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The Massachusetts Department of Family and Medical Leave

Charles F. Hurley Building
19 Staniford Street, 1st Floor
Boston, MA 02114
(617) 626-6565
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The document contains information about the Department of Family Medical Leave (DFML) Employment Security Trust Fund. It includes details about the monthly wage period, the percentage of wages paid during leave, and the overall percentage of covered wages. The document is in Lao language.

The table below shows the breakdown of wages paid during leave for different months:

<table>
<thead>
<tr>
<th>Month</th>
<th>Wages Paid</th>
<th>Total Covered Wages</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>February</td>
<td>0%</td>
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<tr>
<td>March</td>
<td>100%</td>
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</tr>
</tbody>
</table>

The percentages are given as .13%, .62%, and .75% for different months. The document also includes a table with the details of wages paid during leave for Harvard University and the overall percentage of covered wages as .62%.
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<thead>
<tr>
<th>Harvard University</th>
<th>100%</th>
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<tbody>
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