

MASSACHUSETTS PAID FAMILY AND MEDICAL LEAVE (MAPFML)

Harvard provides all eligible employees with Massachusetts Paid Family and Medical Leave (MAPFML) benefits. Harvard has been 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). Below is an overview of these benefits, including Harvard’s additional enhancements to these benefits (which are all marked with a “+”), for active benefits-eligible: administrative and professional staff; nonunion support staff; internal post docs; and, external post docs doing Harvard research.

MAPFML COVERAGE FOR ACTIVE BENEFITS-ELIGIBLE NONUNION STAFF

This overview applies only to active benefits-eligible: administrative and professional staff; nonunion support staff; internal post docs; and, external post docs doing Harvard research (collectively “active benefits-eligible nonunion staff”).

Eligibility

- All active benefits-eligible nonunion staff - including full-time, part-time, permanent, on-call, per diem, temporary, and seasonal employees - who perform services within Massachusetts are eligible for the MAPFML benefits and enhancements described in this overview, unless they are exempted under the Massachusetts Family and Medical Leave Law, M.G.L. c. 175M (hereinafter “employee” or “eligible employee”).
- Exemptions: These benefits do not apply to employees who do not perform services within Massachusetts, independent contractors, exempt student workers, H-2A Visa holders, or any other categories of workers who are exempted under the Massachusetts Family and Medical Leave Law, M.G.L. c. 175M.
- MAPFML benefits for former benefits-eligible administrative and professional staff, nonunion support staff, internal post docs, and external post docs doing Harvard research (collectively “former benefits-eligible nonunion staff”) may be found here: [MAPFML Summary for Non-Benefits Eligible Employees and Former Employees](#).

Qualifying Leave Types and Benefit Periods

Eligible employees may take up to 26 weeks of MAPFML leave per benefit period*, in the aggregate, as follows:

Medical Leave – up to 20 weeks in total

- Beginning on January 1, 2021, eligible employees may take up to 20 weeks of Medical Leave per benefit period due to their own serious health condition that prevents them from performing the essential functions of their job.

Family Leave – up to 12 weeks in total (up to 26 weeks of Military Care Leave)

Family Leave includes Family Care Leave, Bonding Leave, Military Exigency Leave, and Military Care Leave. Eligible employees may take up to 12 weeks of Family Leave in total, across all types of Family Leave, per benefit period; provided, however, eligible employees may take up to 26 weeks of Military Care Leave per benefit period.

- Beginning January 1, 2021, eligible employees may take Family Leave to bond with a child during the first 12

months after the child's birth, adoption, or foster placement ("Bonding Leave").

- Beginning January 1, 2021, eligible employees may take Family Leave for a 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 ("Military Exigency Leave").
- Beginning January 1, 2021, eligible employees may take Family Leave to provide care to a covered family member who is a covered servicemember ("Military Care Leave").
- Beginning July 1, 2021, eligible employees may take Family Leave to care for a covered family member with a serious health condition ("Family Care Leave").

*Benefit period is defined as the 52 consecutive weeks beginning on the Sunday immediately preceding the first day that the employee takes leave under this Policy.

Coordination with Other Types of Leave

If an employee takes a leave associated with an MAPFML-qualifying reason under any other Harvard policy or collective bargaining agreement (including but not limited to the Family and Medical Leave Act (FMLA), parental leave, short- and long-term disability, vacation time, sick time, personal time, PTO, or any other type of approved absence from work), MAPFML leave will run concurrently with the leave whether or not the employee applies for MAPFML leave.

Waiting Period Criteria

Wage replacement benefits are not payable during the first seven calendar days of leave. However, employees may use applicable accrued sick, vacation, or other paid leave during this time. The initial seven-day waiting period will count against the total available period of leave in a benefit year. For intermittent leave, the waiting period is seven calendar days starting from the first instance of leave, not the aggregate accumulation of seven days of leave. If an employee takes Medical Leave that is supported by documentation from a healthcare provider during pregnancy or recovery from childbirth and such Medical Leave is immediately followed by Bonding Leave, the seven-day waiting period shall not apply to the Bonding Leave.

Wage Replacement Benefits

Following the initial waiting period, an employee who is taking MAPFML leave will receive a weekly wage replacement benefit as follows:

Medical Leave

- 80% of base wage replacement.+

Bonding Leave

- 100% of base wage replacement for up to four (4) weeks. Thereafter, 80% of base wage replacement but not to exceed \$1,250 per week.+

Family Care Leave, Military Exigency Leave, and Military Care Leave

- 80% base wage replacement, but not to exceed \$1,250 per week.+

If the weekly wage replacement benefit calculated using the formula provided by the MAPFML Law exceeds the wage replacement benefit described above, the employee will be paid the greater benefit.

Employees may be eligible to receive additional wage replacement benefits under other Harvard policies and benefit programs. In such cases, they will receive the greater of the various benefits that are available for the covered reasons. In no case may the weekly wage replacement benefit exceed the compensation the employee would receive if actively at work.

Furthermore, MAPFML wage replacement benefits shall be reduced by the amount of wages or wage replacement benefits that an employee receives from any government program or law, including unemployment or workers' compensation benefits, other than for permanent partial disability incurred prior to the MAPFML leave claim; or under any other state or federal temporary or permanent disability benefits law.

Leave Procedures

To initiate a MAPFML Leave, employees must:

1. Inform their Leave of Absence Specialist or Local HR Office and their manager of their need for leave; **and**,
2. In addition, contact Lincoln Financial Group (Lincoln), Harvard's third-party administrator, to request a MAPFML leave. Employees may contact Lincoln in one of several ways:

- To file a MAPFML leave request by phone, employees may call the Harvard-dedicated number at 1-844-600-3978. Intake is available 8AM – 10 PM EST, Monday – Friday.
- To file a MAPFML leave request online, employees may go to MyLincolnPortal at www.mylincolnportal.com and click on "Register for an account" under the "Log In" button. Instructions will be provided on the website throughout the leave submission process.
- Employees may also contact their Leave of Absence Specialist or Local HR Office and request that the Leave of Absence Specialist or Local HR Office submit the leave request to Lincoln on their behalf if they are unable to do so themselves.

The following information must be provided to Lincoln at least 30 days prior to the start of the leave (or, if that is not possible, as soon as is practicable):

- Anticipated start date
- Anticipated length
- Type of leave
- Expected return date

Employees must also have the appropriate health care provider complete a Certification of Health Care Provider form for the requested type of leave (available from Lincoln). When requesting leave, employees and the health care provider must provide all information necessary for Lincoln to review and process the request, including the following:

- Identifying information
- Nature of the leave
- Start date
- Expected duration
- Whether leave will be continuous or intermittent and information regarding any need for intermittent leave
- Date notice was provided
- Statement regarding the employee's family relationship, if applicable to the leave type
- Completed certification form
- Additional specific information requested by Lincoln where reasonably necessary to review and process the claim

Please note for Bonding Leave, employees must provide proof of birth or placement such as a copy of their child's birth certificate/declaration of birth or adoption/foster care documentation.

If an employee requesting MAPFML leave would also be eligible for leave under other Harvard policies, the employee must comply with Harvard's usual and customary notice and procedural requirements for requesting and being approved for such leaves. Employees may be subject to disciplinary action for failure to follow these notice and procedural requirements. Employees are further required to comply with any applicable attendance and call-in procedures.

Because Lincoln will determine eligibility for leave and benefits under MAPFML, employees seeking MAPFML leave who are not eligible or approved for leave (whether paid or unpaid) under any of Harvard's other leave policies **must** apply to Lincoln to be approved for leave and benefits. If an employee does not apply to Lincoln and is not eligible or approved for leave under any other Harvard policies, the employee's absence will be considered unapproved and the employee could be terminated for job abandonment.

Approval of MAPFML Leave

Employees requesting leave under this policy will be notified by Lincoln within 14 calendar days if claim is approved or denied, or if additional information/documentation is needed to review and process the claim.

Notice of approval will include the following:

- Reason for the approved leave
- Duration of the approved leave
- For intermittent leave, the frequency and duration of the leave
- End date of the approved leave

Notice of denial will include information about the employee's right to appeal under the policy as well as the rights afforded pursuant to the MAPFML Law and applicable regulations.

Payment of MAPFML benefits will begin no less than 14 calendar days after the request is approved unless the approval occurs more than 14 calendar days before the onset of eligibility, in which case payment will begin at the onset of eligibility. MAPFML benefits will be paid in accordance with Harvard's usual payroll practices applicable to the employee receiving the benefits.

Health Benefits During MAPFML Leave

Provided the employee remains active, Harvard will continue the employee's Harvard-sponsored health benefits at the same level and cost as when they were actively at work, and benefit premiums will continue to be deducted from the employee's Harvard paycheck.

Reinstatement Following MAPFML Leave

Current employees shall be entitled to return to their previous or equivalent position with the same status, pay, employment benefits, length-of-service credit, and seniority as of their leave date, consistent with the MAPFML Policy linked at the end of this summary.

Employees should refer to the policies and/or collective bargaining agreements applicable to their position for more information about whether leave periods under MAPFML are treated as credited service for purposes of accrual, vesting, and eligibility to participate in other benefit programs, including but not limited to sick and vacation time, retirement benefits, etc.

Return to Work Documentation

Employees approved for leave due to their own serious health condition will be provided, within ten (10) business days of approval, with a list of essential functions of their job. Employees must contact their Leave of Absence Specialist or Local HR Office at least two weeks before their anticipated return to work date to discuss the return to work process. Employees who are approved for leave due to their own serious health condition will be required, before returning from leave, to present their Leave of Absence Specialist or Local HR Office with certification from their health care provider that they are able to resume work. The return to work documentation must indicate the employee's return to work date, clearance to resume the essential functions of their job or if any accommodations or restrictions are required. A Return to Work form will be included with the leave communications sent to employees by Lincoln.

Employees will not be permitted to return to work without authorization from their Leave of Absence Specialist or Local HR Office. If the employee fails to provide documentation clearing them to return to work, they will not be entitled to reinstatement. They also will not be entitled to an extension of leave benefits unless they have notified Lincoln within seven (7) calendar days of the change in circumstances (Harvard may allow a late filed request for extension for good cause shown). Employees should contact their Leave of Absence Specialist or Local HR Office with any questions about Harvard's return to work requirements.

Extensions of Amendments of Leave and Changed Circumstances

If seeking an extension of benefits, the employee must notify Lincoln no less than 14 calendar days prior to the expiration of the original approved leave (Harvard may allow a late filed request for extension for good cause

shown). The employee must also notify their Harvard Leave of Absence Specialist or Local HR Office of the need for an extension. Any extension of a leave will be limited to the period of MAPFML for which the employee remains eligible in the benefit year. A request for extension must include the following:

- Reason for the extension
- Requested duration of the extended leave
- Newly completed Certification of Health Care Provider Form

If, following the approval of a leave, there is a change in relevant circumstances that would justify a modification of the period of leave or the amount of benefits, the employee **must** notify Lincoln within seven (7) calendar days of such change (Harvard may allow a late filed request for extension for good cause shown). The employee must also notify their Harvard Leave of Absence Specialist or Local HR Office of any such change.

If an employee fails to return from leave at the expiration of the leave period and has not requested an extension, the employee may be subject to discipline.

Reduced Work Schedule/Intermittent MAPFML Leave

Employees may take Military Exigency Leave intermittently or on a reduced leave schedule.

Employees may take Family Care Leave, Military Care Leave, or Medical Leave intermittently or on a reduced leave schedule when medically necessary. Employees should notify their Harvard Leave of Absence Specialist or Local HR Office, on request, why the intermittent/reduced leave schedule is necessary and of the treatment schedule, if applicable.

Employees may take Bonding Leave intermittently or on a reduced leave schedule only if the employee and Harvard mutually agree. Employees should notify their manager and their Harvard Leave of Absence Specialist or Local HR Office why the intermittent/reduced leave schedule is necessary.

Intermittent leaves cannot be in increments of less than fifteen minutes.

An intermittent or reduced leave schedule will result in a proportionate reduction in the employee's available allotment of leave. For intermittent leave or a reduced leave schedule, the weekly wage replacement benefit amount will be prorated.

For employees taking an intermittent leave, a Return to Work form may be required once every 30 days if reasonable safety concerns exist regarding the employee's ability to perform their duty.

For more information, including other important terms and conditions of your MAPFML benefits, please review the [MA Paid Family and Medical Leave Law Policy \(MAPFML Policy\)](#).

This Overview has been designed to acquaint you with some of the features of the MAPFML Policy, including Harvard's additional enhancements to these benefits. We have made every attempt to summarize it accurately. If there is any inconsistency between this Overview and Harvard's formal Policy, the actual provisions of the formal Policy will govern.



HARVARD
Human Resources