



Updated as of October 1, 2020

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.

You are required to acknowledge or refuse to acknowledge that you have received this cover letter and notification. To acknowledge or refuse to acknowledge, go to PeopleSoft Self Service, select **My Preferences & Agreements > MA Paid Family & Medical Leave** within 30 days of your hire date.

If you do not have access to a computer, you can complete the acknowledgement section at the end of this notice and return it to your HR Contact within 30 days of your hire date. Keep a copy of the signed notice for your records. If you refuse to acknowledge receipt, you may write your refusal to acknowledge on the notice.

Harvard's New Paid Family and Medical Leave Benefits

All eligible employees will receive the following paid family and medical leave benefits consistent with the University's Paid Family and Medical Leave Law Policy:

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 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.
2. 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.
3. 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.
4. 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.

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 or Approved Time Off: If an employee takes leave that is associated with a qualifying reason under this policy and is also eligible for leave or approved time off under any other Harvard policy or collective bargaining agreement (including but not limited to 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), such absence shall run concurrently with leave under this policy, regardless of whether the employee applies for benefits under this policy.

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 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 be a covered employee who is not exempted by the Massachusetts Family and Medical Leave Law, M.G.L. c. 175M.

Covered Employees: Covered employees are all employees – including full-time, part-time, on call, per diem, 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 such employees for twenty-six (26) weeks after separation or until re-employed, whichever comes first.

Exemptions: These benefits do not apply to: (a) existing or former employees who do not perform services within Massachusetts, (b) independent contractors, (c) exempt 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 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 enclosed “Rights and Obligations under the Massachusetts Family and Medical Leave Law” Notification (“Notification”) provided by the Commonwealth of Massachusetts.

To view the Notification in an alternate language visit <https://hr.harvard.edu/ma-pfml>. When finished, we ask you to acknowledge or refuse to acknowledge that you have received this cover letter and notification by completing the acknowledgement section at the end of the notice. If you refuse to acknowledge receipt, you may write your refusal to acknowledge on the notice and sign the form. You must return the signed notice to your HR Contact within 30 days of your hire date. Keep a copy of the signed notice for your records.

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.

公司通知給 W2 员工

承保公司 25 或更多名工人

家庭和医疗休假的权利和义务根据马萨诸塞州的定律 M. G. L. c. 175M

President and Fellows of Harvard College “Harvard University” (公司名称)
114 Mount Auburn Street, 4th Floor (公司地址)
Cambridge, MA 02138 (公司城市, 州, 邮政编码)
04-2103580 (公司的 ID 证号码) (FEIN)

福利说明解释

- 从 2021 年 1 月 1 日开始, 你可能最多享有
 - 12 周带薪家庭休假在一个受益年内, 相关生孩子, 收养孩子或安置寄养一个孩子, 或者由于因为紧急需求一个家庭成员有军役, 或已得到通知即将入军队成为军役成员;
 - 20 周带薪医疗补偿在一个受益年内, 如果他们有严重的健康状况, 使他们无法工作
 - 26 周带薪家庭补偿, 照顾一个军事家庭成员正在接受治疗, 或者有严重的健康状况.
- 从 2021 年 7 月 1 日开始, 你可能最多享有
 - 12 周带薪家庭补偿, 照顾一个有严重的健康状况家庭成员.
 - 总数 26 周的带薪家庭和医疗补偿在一个受益年内.
- 你的每周福利金额将基于员工的收入, 每周福利金最高可达到\$850 美元.

工作保护/继续健康保险/没有报复

- **工作保护：**一般来说，如果你依法律规定享受家庭或医疗假，你必须能恢复你以前的职位或同等的职位，有同样的待遇，薪水，福利 服务年限和排行在你休假日开始。
- **继续有健康保险：**你的公司必须继续提供和津贴同一样的健康保险，在你的休假期间继续如你正在上班一样。
- **没有报复：**任何公司歧视或报复你因为你采用任何享受家庭或医疗假的权利都是非法的。员工或以前的员工因为依法律采用他们的权利而受到歧视或报复，他们可以在公司违规法律发生后，3年内在上级法院提起民事诉讼。

捐款给家庭和医疗休假 DFML 和就业保障信托基金

2019 年 10 月 1 日，捐款家庭和医疗休假就业保障信托基金 (DFML) 将会开始。公司将负责为所有员工津贴捐款入家庭和医疗休假就业保障信托基金 (DFML)，虽然他们可以从员工工资中减一部分。捐款费率每年可以调整一次，并且可以在附加的有效费率通知中找到。

如何提交要求

员工们必须使用 DFML 部门的表格提交家庭和医疗福利。表格和福利指示将会提供于 2021 年 1 月之前在部门的网站 www.mass.gov/DFML。

员工们必须至少提前 30 天通知公司关于任何预计开始休假的日期，预计休假期限和预计返回日期。员工由于其无法控制提前 30 天通知，必须尽快通知。

同一时间休假的计算

任何相同或更高的带薪休假根据集体谈判协议或公司政策，所有这些带薪休假都是基于这项法律的带薪休假津贴计算。

私人计划豁免

一个公司提供津贴员工带薪家庭假和医疗假, 其津贴至少与法律规定的一样慷慨, 公司可以申请豁免缴纳费给就业保障信托基金. 根据法律, 一个公司可以申请豁免缴纳医疗假费, 家庭假费, 或豁免缴纳两者.

公司宣布此通知时需要一起提供任何私人计划的细节 .

根据法律, 员工能够享受工作保护以及歧视和报复的权利, 即使他们的公司选择提供私人计划的福利.

Harvard University

(公司名称))

- 没有一个批准的私人计划;
- 有一个批准的私人家庭和医疗假计划;
- 只有一个批准的私人家庭假计划;
- 只有一个批准的私人医疗假计划.

家庭和医疗假 (DFML) 联络信息部门

The Massachusetts Department of Family and Medical Leave

Charles F. Hurley Building

19 Staniford Street, 1st Floor

Boston, MA 02114

(617) 626-6565

www.mass.gov/DFML

更多信息

有关更多详细信息, 请咨询该部门的网站: www.mass.gov/DFML.

承认书

以下签名确认您在签订合同时或在 2019 年 10 月 1 日前收到上述信息, 以较晚者为准.

签名

日期

名字 (填写)

公司将保留此签名确认书. 请为自己保留一份副本.

有效的费率：2019

保公司 25 或更多名工人

家庭假的捐款	医疗假的捐款	总捐款的金额
.13%	.62%	.75%

2019 年 10 月 1 日，津贴家庭和医疗休假就业保障信托基金 (DFML) 将会开始。公司将负责为所有员工津贴捐款入家庭和医疗休假就业保障信托基金 (DFML)。

目前，总捐款的金额是工资的 00.75%。总捐款的金额 00.75% 中，还有一个分配：17.3% 是家庭假捐款，82.7% 是医疗假捐款。

根据法律规定，公司们负责至少 60% 的医疗休假，是 (工资的 00.372%)，但允许从承保个人的收入中扣除最多 40% 医疗休假捐款 (工资的 .248%) 和高达 100% 的家庭休假捐款 (工资的 .13%)。

医疗假	总需求捐款: .62%		
	Harvard University (公司名称)	将会津贴	100%
	剩下的	0%	医疗假捐款 将从您的收入中扣除

家庭假	总需求捐款: .13%		
	Harvard University (公司名称)	将会津贴	100%
	剩下的	0%	家庭假捐款 将从您的收入中扣除

草签 _____