



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](mailto: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.*



- ຕົ້ນ ລາຄາ ນັບ ນ ທ 1 ຕົ້ນອນກໍ ລະກ ດ ປ 2021, ທີ່ ານອາດຈະ ີສດ ື່ທຈະໄດ້ ຮັ ບດຶງນຊື່ ວຍເຫລອຣີ ນເຖີ ງ
  - 12 ອາທິ ດໃນ ບການຊື່ ວຍເຫລີວອຫ ື່ ນງ, ຕ ອດ ແລສະມາ ືຊກຄອບຄ ວທ ື່ ມອາການທາງສ ຂະພາບທີ່ ຮັ າຍແຮງ.
  - ໂດຍລວມກໍ ນທໍ ງຫມີ ດໄດ້ ຈີ ນເຖີ ງ 26 ອາທິ ດ ໃນ ບການຊື່ ວຍເຫລີວອຫ ື່ ນງ, ຈາກການຢ ດເຮັ ດວຽກການດໍ ວຍເຫດຜີ ນທາງຄອບຄ ວແລະທາງການແພດ.
  
- ອໍານວນດຶງນຊື່ ນໄພປະ ອາອາທິ ດຂອງພະນັ ກງານຈະ ອງໃສ່ ລາຍໄດ້ ຂອງພະນັ ກງານ, ໂດຍດຶງນຊື່ ວຍເຫລີວອສ ງສ ດແມີ່ ນ \$850 ອາທິ ດ. ຕ





**ຂໍ້ ໓ ກວັດ ນຂອງແຜນປະກັນ ນເອກະຊົນ**

ນາຍຈ້າງ ທີ່ ທະນາຍ ຍາດໃຫ້ ພະນັກ ການ ຍ ດເຮັດ ດວງການ ໄດຍໄດ້ ຮັບ ບໍລິ າຈ າງ, ຕົວ ຈີ ຊາຍ ທີ່ າງໜ້ ອຍ ແລ ມີ ນ ດ ີ ຄ ັກ ັ ນ ກ ັ ບ ື ັ ທ ັກ ັ ດ ຫ ມ າ ຍ ໄດ້ ກ ັ ນ ັ ດ ສ າ ມ າ ດ ສ ງ ຄ ັ ຮັ ອ ງ ຂໍ ັ ນ ັ ບ ັ ດ ອ ງ ຈ ື ັ າ ຍ ດ ື ງ ນ ປ ັ ກ ອ ບ ສ ື ັ ວ ນ ດ ື ຂໍ ັ າ ໃ ສ ື ັ ໃ ນ ກ ອ ງ ທ ັ ນ the Department of Family and Medical Leave (DFML) Employment Security Trust Fund.

ນາຍຈ້າງ ງ ັ ຄ ັ ຮັ ອ ງ ັ ຂ ອ ັ ກ ັ ບ ັ ດ ອ ງ ຈ ື ັ າ ຍ ດ ື ງ ນ ປ ັ ກ ອ ບ ສ ື ັ ວ ນ ຂ ອ ງ ກ າ ນ ຍ ດ ຄ ັ ດ ວ ງ ກ າ ນ ດ າ ງ ອ າ ດ ຈ ັ ສ າ ມ າ ດ ສ ັ ອ ຍ ຫ ດ ຜ ື ນ ທ າ ງ ກ າ ນ

ແລ ດ, ດ ື ງ ນ ປ ັ ກ ອ ບ ສ ື ັ ວ ນ ຂ ອ ງ ກ າ ນ ຍ ດ ຄ ັ ດ ວ ງ ກ າ ນ ດ ັ ອ ຍ ຫ ດ ຜ ື ນ ທ າ ງ ຄ ອ ບ ຄ ື ວ, ີ ຫ ທ ັ ງ ສ ອ ງ ສ ື ັ າ ງ.

ນາຍຈ້າງ າ ງ ຈ ັ ດ ອ ງ ໃ ຫ້ ລ າ ຍ ລ ັ ອ ງ ດ ັ ັ ັ າ ງ ຂ ອ ງ ແ ຜ ນ ປ ັ ກ ັ ນ ນ ັ ກ ັ ບ ພ ັ ນ ັ ກ າ ນ ໃ ນ ວ ຂ າ ດ ງ ວ ກ ັ ນ ກ ັ ບ ື ັ ທ ໃ ຫ້ ປ ັ ກ າ ດ ນ ື .

ພ ັ ນ ັ ກ າ ນ ໄດ້ ຮັ ບ ີ ສ ດ ໃ ນ ກ າ ນ ຄ ັ ມ ອ ງ ກ ື ັ ງ ວ ກ ັ ບ ກ າ ນ ຍ ດ ຄ ັ ດ ວ ງ ກ າ ນ ແ ລ ັ ຈ າ ກ ກ າ ນ ດ ື ລ ອ ກ ປ ັ ຕ ື ທ ັ ດ ແ ລ ັ ກ າ ນ ແ ດ ັ ແ ດ ັ ນ ພ າ ຍ ໃ ດ ັ ກ ັ ດ ຫ ມ າ ຍ ນ ື , ຕ ື ງ ແ ມ ື ັ ນ ບ ື ັ າ ນ າ ຍ ຈ ັ າ ງ ຂ ອ ງ ພ ວ ກ ດ ື ຂ າ ດ ື ຈ ັ າ ຈ ັ ໄດ້ ຮັ ບ ກ າ ນ ອ ັ ນ ມ ັ ອ ຜ ື ັ າ ນ ແ ຜ ນ ປ ັ ກ ັ ນ ນ ັ ກ ັ ບ ນ ັ ດ ໃ ຫ້ ຈ ື ັ າ ຍ ດ ື ງ ນ ຊ ື ັ ອ ຍ ດ ື ຫ

<p><b>Harvard University</b></p> <p>( ື ັ ດ ຊ ນ າ ຍ ຈ ັ າ ງ )</p>	<input type="checkbox"/> ື ັ ບ ມ ແ ຜ ນ ປ ັ ກ ັ ນ ນ ັ ກ ັ ບ ນ ັ ກ ັ ດ ັ ຮັ ບ ກ າ ນ ອ ັ ນ ມ ັ ດ;
	<input checked="" type="checkbox"/> ມ ແ ຜ ນ ປ ັ ກ ັ ນ ນ ັ ກ ັ ບ ນ ັ ກ ັ ດ ັ ຮັ ບ ກ າ ນ ຍ ດ ຄ ັ ດ ວ ງ ກ າ ນ ດ ັ ອ ຍ ຫ ດ ຜ ື ນ ທ າ ງ ຄ ອ ບ ຄ ື ວ ແ ລ ັ ຈ າ ກ ກ າ ນ ແ ລ ດ;
	<input type="checkbox"/> ມ ແ ຜ ນ ປ ັ ກ ັ ນ ນ ັ ກ ັ ບ ນ ັ ກ ັ ດ ັ ຮັ ບ ກ າ ນ ອ ັ ນ ມ ັ ດ ັ ຮັ ບ ກ າ ນ ຍ ດ ຄ ັ ດ ວ ງ ກ າ ນ ດ ັ ອ ຍ ຫ ດ ຜ ື ນ ທ າ ງ ຄ ອ ບ ຄ ື ວ ດ ື ັ ທ ັ ກ ັ ນ;
	<input type="checkbox"/> ມ ແ ຜ ນ ປ ັ ກ ັ ນ ນ ັ ກ ັ ບ ນ ັ ກ ັ ດ ັ ຮັ ບ ກ າ ນ ອ ັ ນ ມ ັ ດ ັ ຮັ ບ ກ າ ນ ຍ ດ ຄ ັ ດ ວ ງ ກ າ ນ ດ ັ ອ ຍ ຫ ດ ຜ ື ນ ທ າ ງ ກ າ ນ ແ ລ ດ ດ ື ັ ທ ັ ກ ັ ນ.

**ຂໍ້ ໔ ມ ນ ັ ຮ ັ ຈ ັ ບ ຕ ື ດ ຕ າ ພ ັ ດ ແ ນ ກ າ ນ ຍ ດ ຄ ັ ດ ວ ງ ກ າ ນ ດ ັ ອ ຍ ຫ ດ ຜ ື ນ ທ າ ງ ຄ ອ ບ ຄ ື ວ ແ ລ ັ ຈ າ ກ ກ າ ນ ແ ລ ດ (DFML)**

**The Massachusetts Department of Family and Medical Leave**  
 Charles F. Hurley Building  
 19 Staniford Street, 1<sup>st</sup> Floor  
 Boston, MA 02114  
 (617) 626-6565  
 www.mass.gov/DFML



ຂໍ້​ມູນ ມາ​ຕາ ມາ​ເລ​ນີ້ ນັ້ນ ຢ

ສໍາ​ລັບ ບໍ່​ຂໍ້ ມ ນ​ຕ ມ, ກະ​ລ ນາ​ຕີ​ຂໍ້ ຈ​ດ ບ​ໄຊ​ຂອງ​ກົ ມ: [www.mass.gov/DFML](http://www.mass.gov/DFML).

**ການືຢນຢັ້ ນການໄດ້ ຮັ ບເອກະສານ**

ລາຍເຊັ ນຂອງທົ່ ານຂັ້ າງລົ່ ມນີ້ ແລົ່ ນືຢນຢັ້ ນວົ່ າທົ່ ານໄດ້ ຮັ ບໍ່ຂໍ້ ມນຂັ້ າງຕົ້ ນພາຍໃນ 30 ວັ ນ, ນັ ບຕົ້ າງແຕົ່ ວັ ນຕົ້ ລມຕົ້ ນຂອງການເຮັ ດວຽກການຂອງທົ່ ານື້ຫນົ່ ອນວັ ນ 1 ຕລາ ປ 2019 ແລ້ ວແຕົ່ ວົ່ າວັ ນໃດຈະເກດ ຂໍ້ ນພາຍຫວັ າ.

\_\_\_\_\_ ວັ ນື້ ທ  
ລາຍເຊັ ນ

\_\_\_\_\_ ວົ່ ືຊ (ຂຽນຕົ ວັ ນ ນຳ າ)

ນາຍຈັ້ າງຂອງທົ່ ານຈະເປັ ນຜັ ເກັ ບໃບືຢນຢັ້ ນການຮັ ບຮັ ວົ່ ທທົ່ ານໄດ້ ເຊັ ນນີ້ ໄວ້ . ກະລ ນາເກັ ບໍ່ສາເົນາໄວ່ສາວັ ບການອັ້ າງອ າງຂອງທົ່ ານເອງ.

**ສັດຕາດິງນປະກອບສີ່ວນ ວິທະຍາສາດ ງປະກາດໃຊ້ : 2019**

ສາລະ ມະນຸດ ກຽມ 25 ຄົນ ຫຼື າຍກວ່າ ານ ບນາຍຈໍ າງທ ນິຫ

ດິງນປະກອບສີ່ວນ ວນດ໌ ວຍເຫດຜົນ ນທາງຄອບຄົວ	ດິງນປະກອບສີ່ວນ ວນດ໌ ວຍເຫດຜົນ ນທາງການແພດ	ອ່ານ ນວນດິງນປະກອບສີ່ວນ ວນ ທ໌ ງຫມົດ
.13%	.62%	.75%

ໃນສັດ ນ ທ 1 ດິດອນຕ ລາ ບ 2019, ຈະ ມການດິ່ ມມຕົ້ ນດິອາດິ ງນປະກອບສີ່ວນ ວນດິຂໍ້ າໃສ່ ໃນກອງທ ນ the Department of Family ສMedical Leave (DFML) Employment Security Trust Fund.

ນາຍຈໍ າງຈະຕໍ່ ອງສັ ບຜິ ດຊອບໃນການໃສ່ ດິງນປະກອບສີ່ວນ ວນດິຂໍ້ າໃນ DFML ອ່ານ ມະນຸດ ກຽມທ໌ ງຫມົດ.

ໃນທ໌ ດຈ ທ໌ ນ, ອ່ານວນດິງນປະກອບສີ່ວນ ວນທ໌ ງຫມົດ ດແມ່ນ ນ 00.75% ຂອງຄົນ າຈໍ າງ. ຈາກອ່ານວນດິ ງນປະກອບສີ່ວນ ວນທ໌ ງຫມົດ 00.75% ທ໌ ນິຖາດເບີ່ ງອອກເປັ ນ: 17.3% ດແມ່ນ ນດິງນປະກອບສີ່ວນ ວນຂອງການຢ ດເຮັ ດວຽກການດ໌ ວຍເຫດຜົນ ນທາງຄອບຄົວ ດແລະ 82.7% ດແມ່ນ ນດິງນປະກອບສີ່ວນ ວນຂອງການຢ ດເຮັ ດວຽກການດ໌ ວຍເຫດຜົນ ນທາງການແພດ.

ພາຍໃຕ້ ກິ ດຫມາຍ, ນາຍຈໍ າງ ມຫນ້ າ ທ໌ ທສັ ບຜິ ດຊອບໃນການດິອາດິງນປະກອບສີ່ວນ ວນດິຂໍ້ າໃສ່ ໃນກອງທ ນ ອ່ານວນຊໍ້ ນຕົ່ າສ ດ 60% ຂອງດິງນປະກອບສີ່ວນ ວນຂອງການຢ ດເຮັ ດວຽກການດ໌ ວຍເຫດຜົນ ນທາງການແພດ (.372% ຂອງຄົນ າຈໍ າງ), ດເດີ່ ດໄດ້ ສັ ບອະນ ຍາດໃຫ້ ກຄົນ າຈໍ າງຂອງພະນັ ກຽມ ດໄດ້ ຈໍ ນເຖີ ງ 40% ຂອງດິ ງນປະກອບສີ່ວນ ວນຂອງການຢ ດເຮັ ດວຽກການດ໌ ວຍເຫດຜົນ ນທາງການແພດ (.248% ຂອງຄົນ າຈໍ າງ), ດແລະທ໌ ກໄດ້ ຈໍ ນເຖີ ງ 100% ຂອງດິງນປະກອບສີ່ວນ ວນຂອງການຢ ດເຮັ ດວຽກການດ໌ ວຍເຫດຜົນ ນທາງຄອບຄົວ (.13% ຂອງຄົນ າຈໍ າງ).

ອ່ານວນດິງນປະກອບສີ່ວນ ວນທ໌ ງຫມົດ ດິ່ ທດ໌ ອງການ: .62%			
ວນຢ ດເຫດຜົນທາງ ການແພດ	Harvard University ຈະໃສ່ ດິງນປະກອບສີ່ວນ ວນ	100%	ຂອງດິ ງນປະກອບສີ່ວນ ວນຈາກການ ຢ ດເຮັ ດວຽກການດ໌ ວຍເຫດຜົນ ນທາງການແພດ
	( ດິ່ ດິນາຍຈໍ າງ) ດແລະດິງນສີ່ວນ ວນ ດິ່ ທເຮີຫຼ ອ	0%	ຈະ ດິຖາຫນ້ ກອອກຈາກລາຍໄດ້ ຂອງທ໌ ງນ

ອ່ານວນດິງນປະກອບສີ່ວນ ວນທ໌ ງຫມົດ ດິ່ ທດ໌ ອງການ: .13%	
ດ ມ ຈ	

<p style="text-align: center;"><b>Harvard University</b> ຈະໃສ່ ດຶງນປະກອບສີ່ ວ ນ</p>	<b>100%</b>	<p>ຂອງດີ ງນປະກອບສີ່ ວນຈາກການ ຢ ດເຮັ ດວຽກການດ້ ວຍເຫດຜົ ນ ທາງຄອບຄົ ວ</p>
<p style="text-align: center;">( ື່ ື ຊນາຍຈໍ າງ )</p> <p style="text-align: right;">ແລະດຶງນສີ່ ວນ ື່ ື ທເຮັຫ ອ</p>	<b>0%</b>	<p>ຈະືຖກໜໍ ກອອກຈາກລາຍໄດ້ ຂອງທົ່ ານ</p>

ື່ ື ຊຫຍໍ້ \_\_\_\_\_