

Massachusetts Paid Family and Medical Leave (MAPFML)

MGH/MGPO Monthly Employee Overview

October 2022

Today's Topics

- MAPFML Overview of the Law
- MGPO's Paid Leave Program for leaves starting in CY2022
 - Leaves available to the Birth Parent and Non-Birth Parent
 - Personal Illness Leave
- Salary Continuation or No Salary Continuation
- Manager Resources
- Your Questions

Massachusetts Paid Family and Medical Leave: (MA PFML)

Combined Maximum: 26 Weeks Of Time Off Per Year

20 Weeks Of Time Off

Paid Medical Leave

- Care for your own serious illness or injury

12 Weeks Of Time Off

Paid Family Leave

- Bonding
- Care for a family member's serious illness or injury
- Military exigencies

26 Weeks Of Time Off

Paid Family Military Care

- Care for a family member who is a covered service-member

Who is covered?

- Employees **working** in the state of Massachusetts
- Employees who meet the financial eligibility requirements for receiving unemployment compensation under MA law:
 - Have earned 30 times the weekly benefit amount the employee would have been eligible to collect (i.e. if the weekly benefit amount is \$500, the employee must have earned at least \$15,000 in the previous 12 months)
 - Have earned at least \$5,100 during the last 4 completed calendar quarters
- Former employees within 26 weeks of separation from employment

MGPO Bulletin: Parental Leave Policy Changes



MASSACHUSETTS GENERAL
PHYSICIANS ORGANIZATION

Bulletin

December 10, 2021

Enhanced Parental Leave Policy

Dear MGPO Colleague:

Over the past few years, we have heard from a number of professional staff concerned about financial issues associated with a personal illness and other causes for leaves (i.e., parental leaves), and so we are pleased to announce an enhancement and simplification of our leave policy for benefits eligible professional staff. A subcommittee of chiefs, MGPO leadership and MGPO benefits professionals met to review current departmental paid leave practices and our MGPO-wide parental leave program. The subcommittee presented recommendations at the Chiefs Council earlier this month, and they were approved.

Personal Illness Enhanced

Current personal illness leave is left up to each department to administer. Leaves starting 01/01/2022, will be covered by an MGPO-wide personal illness policy that provides up to 3 months (90 days) of base pay for personal illness (inclusive of childbirth). If a professional staff member needs additional time for recovery, the long-term disability program is available after this 3-month period (90 days).

MGPO Personal Illness and Parental Leave Committee

Chiefs:

Dr. Katrina Armstrong

Dr. James Brink

Dr. Keith Lillemoe

Dr. Maurizio Fava

Departmental Administrative Leadership:

Liz Geagan

Jae Lee

Liz Lancaster

Laurie Ball

MGPO Administration:

Dan Morash

Dee Dee Chen

Virginia Rosales

How the Laws Interact for Maternity Leave

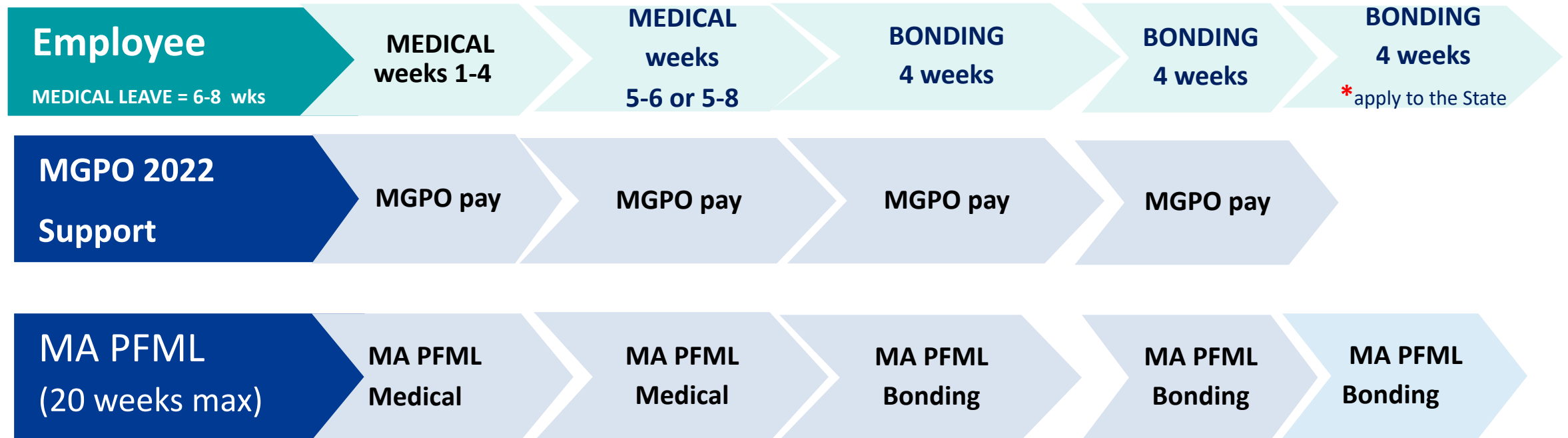
When eligible for both FMLA and MAPFML the laws run at the same time. See article [KB0015654](#) for additional information on bonding leaves.

Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
FMLA																				
MPLA*																				
MAPFML	Medical recovery from birth								Bonding											

*Mass Parental Leave Act (MPLA) is for full-time employees only. The law provides 8 weeks of unpaid job-protected leave per birth.

Birth Parent's Leave = Medical Leave + Bonding Leave

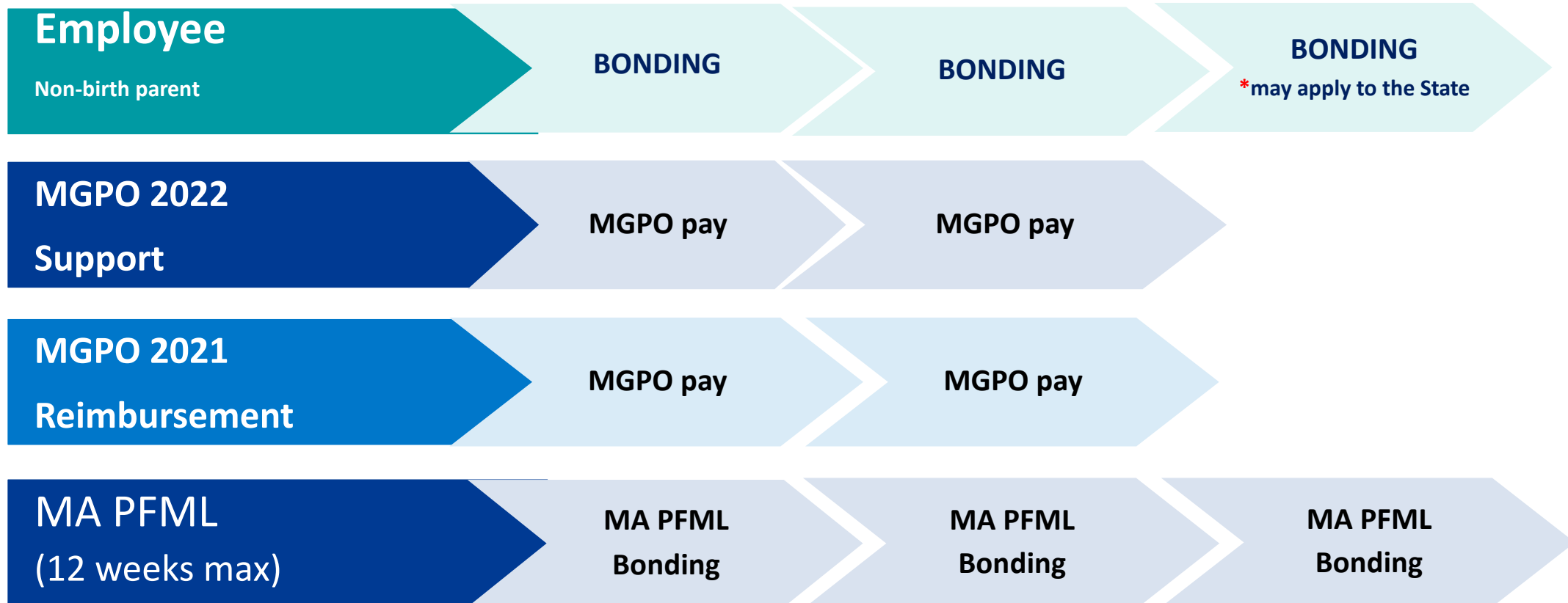
Under MAPFML, when a parent gives birth, she is entitled to both a personal illness leave (to recover from childbirth) AND bonding leave. The bonding leave period starts at the end of the personal illness leave and can be continuous or intermittent. Parent has until their child reaches age-1 to take the time.



*Note: Medical Leave is under MGB's Private Personal Illness Leave program. *MA PFML benefit = \$1,084.41 max per week. Cannot receive the benefit from Mass General Brigham and the State simultaneously*

Non-Birth Parent's Leave

Under MAPFML, the non-birth parent is entitled to bonding leave, time to be with the child for up to 12 weeks - continuous or intermittent. Parent has until their child reaches age-1 to take the time.



Note * MAPFML benefit = \$1,084.31 max per week. Cannot receive the benefit from Mass General Brigham and the State simultaneously

Intermittent Bonding Leave Guidelines

Advance Notice – Mutually Agreeable – Consistency in application

Intermittent Bonding Guidelines

- Leaves may be scheduled for blocks of time or planned days off over the duration of the leave
 - Example #1: Employee takes 2 weeks at the time of birth and then an additional 10 weeks later in the year
 - Example #2: Employee takes every Thursday or Friday off for 20 weeks
- Employees must provide **advance notice** of the intermittent bonding schedule request, when feasible (e.g., 4 weeks prior to birth)
- Employees and departments are encouraged to work out a schedule that minimizes disruption to the department
 - Examples: Minimize requests that occur during holidays, vacations, or other times when staffing is limited
- Leaves must be taken in full shift increments
 - Example: A leave cannot be taken for 3 hours if the employee is scheduled for 8 hours. The leave must be scheduled for 8 hours.
- Departments will need to be **consistent** on managing intermittent bonding requests from employees. Review your policies

Departments will need to thoroughly document **all performance concerns for all employees** (not just failure to follow intermittent leave guidelines by those taking leave) and have that performance management documentation on hand before taking any adverse action.

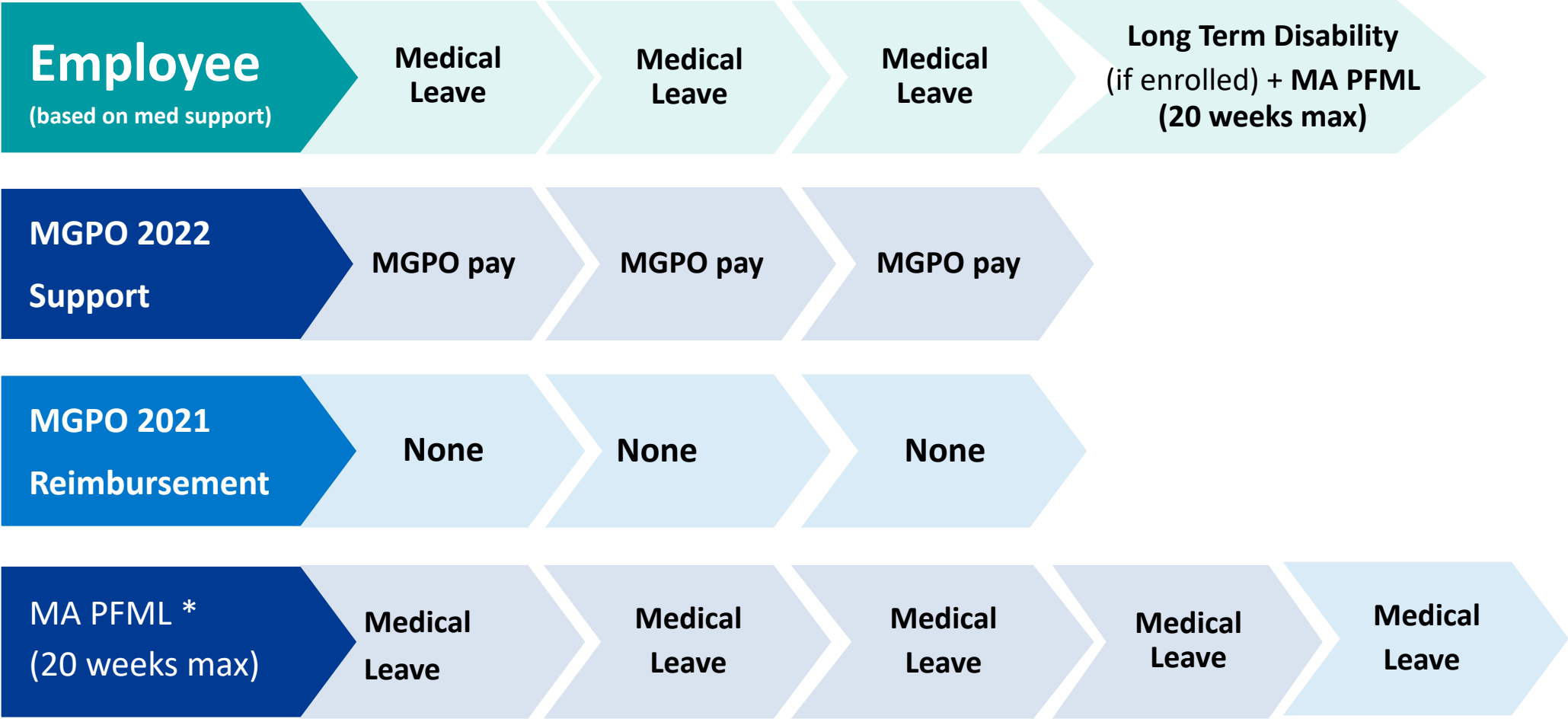
How the Laws Interact for Personal Illness Leave

When eligible for both FMLA and MAPFML the laws run at the same time

Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
FMLA																				
MAPFML																				

Personal Illness Leave when an employee has a qualified illness or injury

Under MA PFML employees are entitled to up to 20 weeks of personal illness leave to recover



** Note: MGB Private Personal Illness Leave program. As of week 13, Unum will issue MA PFML payments*

Salary Continuation or No Salary Continuation during a leave

- **The MGB Leave Team and Human Resources work to coordinate leaves with the medical staff, managers and Payroll**
 - **Two unique factors:** the default is to pay the professional staff member and the department administers the time off policy of their professional staff members internally.
 - As a result, HR relies on the department for direction on the extent to which the professional staff member's leave is paid or unpaid.
 - If a portion of the leave is to be unpaid, then the department must email the Professional Staff Compensation supervisor **before** monthly payroll runs. This will ensure that the appropriate amount of pay is issued.
- **The importance of notifying HR of the Salary Continuation arrangement:**
 - **Personal Illness Leave** – Given our private plan, the Leave Team tracks employees on leave and coordinates the reimbursement of \$/week for each employee on leave. Therefore, if vacation pay is used, the MAPFML benefit must be 'credited' back to the individual
 - **Family Bonding Leave** – we must ensure that the individual is not receiving pay from both MGB **AND** the State simultaneously.

Manager Resources

Manager Resources are available on Ask My HR

Visit the Leave of Absence [Manager Resources](#) section on www.askmyhrportal.com

Leave of Absence Manager Support Sessions and Manager Leave of Absence FAQs



Review FAQs, a recording of the monthly Manager Support webinar, Manager Tools and more!

A screenshot of the 'Ask My HR' portal's 'Manager Resources' page. The top navigation bar is dark blue with links: 'My Favorites', 'My Requests' (with a notification icon), 'My Benefits' (with an external link icon), 'My Paycheck' (with an external link icon), 'HR Contacts', and 'My Surveys' (with a notification icon). Below the navigation bar, the breadcrumb 'Home > Manager Resources' is shown. The main content area is divided into two columns. The left column has a heading 'Managing During COVID & Recovery' followed by several focus areas: 'Focus: A New Resource for Helping You Manage During COVID and Recovery', 'Focus: Keeping Employees Safe', 'Focus: Planning for the Recovery and Resuming Operations', 'Focus: Supporting My Team and Leading by Example', and 'Manager FAQs: Process for employees non-compliant with COVID-19 Vaccine Policy', each with a 'See more >>' link. The right column has a heading 'Management Tools' followed by links to 'Empowering You for Success: A Toolkit for New Leaders | NWH', 'Retirement Toolkit', 'Mass General Brigham Employee Assistance Program', 'Clinical Departments and Services | NWH', and 'WDH Employee/Non-Employee Offboarding', with a 'See more >>' link at the bottom. Below these columns, there are two more sections: 'Forms' with links to 'Bulfinch Temporary Service Temp Requisition', 'Schedule Agreement 12-Hour Form | WDH', and 'Corrective Action'; and 'Leave of Absence Resources' with links to 'Management Essentials Overview | PHS', 'Leave of Absence Manager Support Sessions', and 'Leave tips for managers'.

Manager Resources

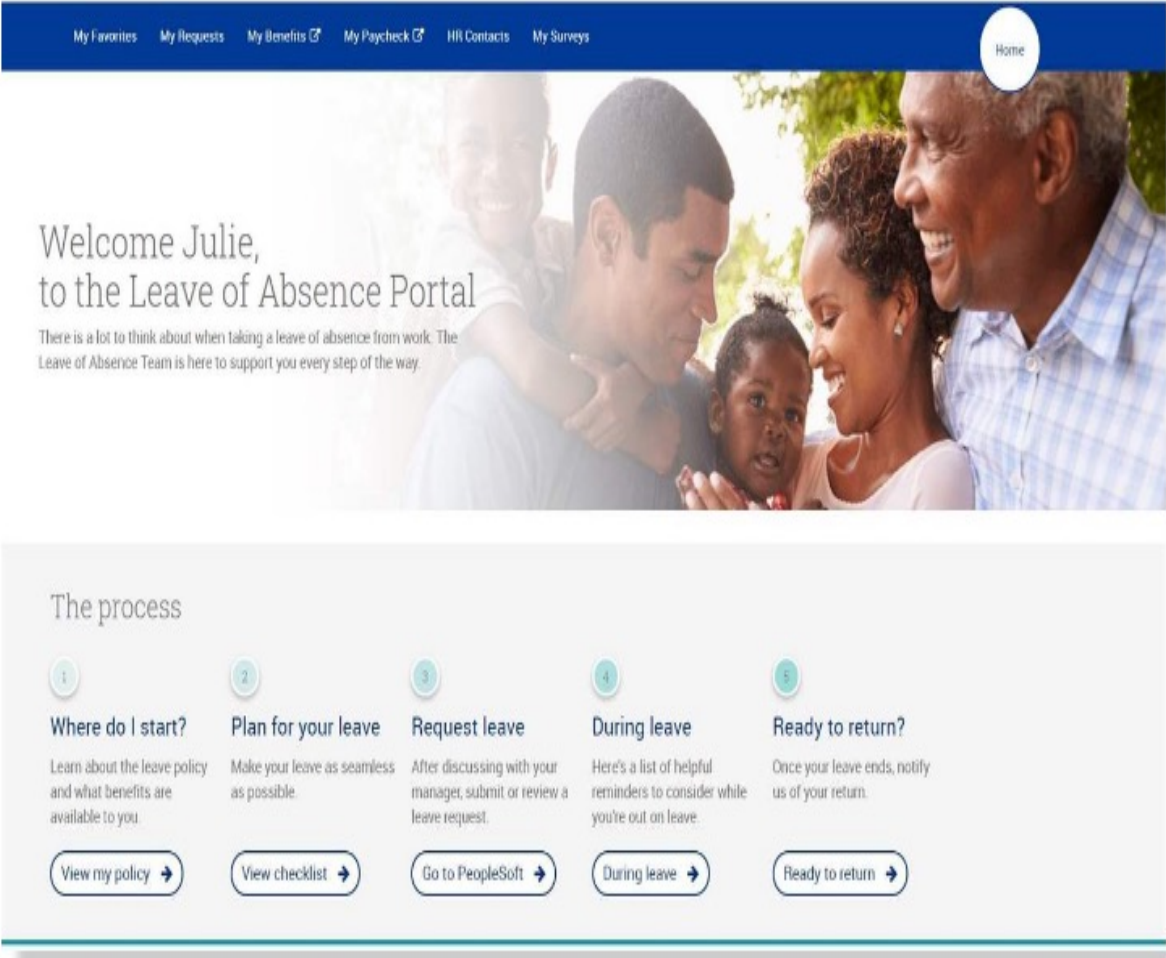
To support you, navigate to the [Leave of Absence Portal](#).



See the Manager Only section on the landing page.

For managers

Manager checklist
LOA FAQs for managers
Manager guide: Using PeopleSoft to check leave status
Leave tips for managers
Incorrect pay during leaves of absence
Manager support sessions
5 Things to Know about MAPFML



Professional Staff Compensation & Benefits

Professional Staff Benefits Office

Benefit Consultants depending your staff's last name

Last names A-G

Susan Frain

617-726-9264

sfrain@partners.org

Last names H-O

Amy Vacchina,

617-724-9357

avacchina@partners.org

Last names P-Z

Paula E Murphy,

617-643-3711

pmurphy30@partners.org

Professional Staff Compensation

- Amy Bernardes abernardes@partners.org

Questions?

Thank You!