Family & Other Leaves of Absence

Human Resource Services and Employee Benefits

Today's Agenda

All Employees:

- Types of Leave
- Requesting a Leave of Absence
- Leave of Absence Process
- Adding Your New Dependent
- Parenthood Leave Checklist
- Benefits While Out on Leave
- Returning From Leave
- Disability Benefits
- Resources

Today's Agenda

County Managers, Attorneys, and Craft & Plant Employees:

- Disability Benefits
- Applying for Short Term Disability (STD)
- Benefits While out on Leave
- Resources

Types of Leaves

- Federal Leaves
- Military Family Leaves
- State of California Leaves
- Contractual Leaves defined in MOU

Federal Leaves

- FMLA (Family Medical Leave Act)
  - 12 weeks of unpaid leave for an employee who has worked at least 12 months and at least 1,250 hours in the past 12 months AND
  - Is undergoing treatment for a “serious health condition” OR
  - Is caring for a parent, spouse or child with a “serious health condition” OR
  - Is adopting, having a baby or having a foster child placed in the home.
  - Health benefits coverage continues while on FMLA – employees pays employee cost of premium.

Military Family Leave

- Qualifying Exigency Leave
- Military Caregiver Leave

Military Family leaves

- Qualifying Exigency Leave (Leave Related to Active Duty or Call to Duty)
  - Permits eligible employees to take leave to address the most common issues that arise when a covered military member is deployed, such as attending military-sponsored functions, making appropriate financial and legal arrangements, and arranging for alternative childcare.
  - Covered military members include National Guard, Reserves, regular Armed Forces and certain retired military
  - Eligible employee may take up to 12 weeks in a 12 month period to deal with “any qualifying exigency” that arises from a spouse’s, child's or parent’s active duty

Military Family Leaves

- Qualifying Exigency Leave (continued)
  - Can be combined with other FMLA qualifying leave not to exceed 12 weeks in a 12 month period
  - Time is unpaid unless employer requires employee to use any accrued paid time off

Military Family Leaves

- Leave to Care for Wounded Service Member
  - 26 weeks of leave to care for spouse, children, parents or **next of kin**
  - Eligible service member must have a serious illness or injuries incurred during active duty
  - Leave only available during one 12 month period and is combined with all other FMLA leaves in that period
  - Time is unpaid unless employer requires employee to use any accrued paid time off

State of California Leaves

- California Family Rights Act (CFRA)
  - 12 weeks of unpaid leave for an employee who has worked more than 12 months and at least 1,250 hours in the past 12 months AND
  - Is undergoing treatment for a “serious health condition” OR
  - Is caring for a parent, spouse or child with a “serious health condition” OR
  - Is adopting, having a baby or having a foster child placed in the home OR
  - For the purposes of “bonding”
  - Health benefits coverage continues while on CFRA – employees pays employee cost of premium.

State of California Leaves

- Pregnancy Disability Leave (PDL)
  - Up to 4 months of leave for a female employee who is disabled due to pregnancy, childbirth or a related medical condition, regardless of service or status
  - Runs concurrently with FMLA, but not CFRA
  - Health benefits coverage continues while on PDL – employees pays employee cost of premium
  - May be required to use accrued leave balances

State of California Leaves

- California Family Sick Leave (Labor Code §233)
  - Employee may use amount of sick leave that accrues in six months to care for a parent, child, spouse or domestic partner
- California Domestic Partners (Family Code §297.5)
  - Applies CFRA and California Family Sick Leave to registered domestic partners

Contractual Leaves

- Sick Leave and Annual Leave (see appropriate MOU article in your MOU)
  - Use of employee's accrued leave balances for:
    - Employee's illness, injury or disability due to pregnancy or childbirth, OR
    - Attending medical or dental office appointments, OR
    - Exposure to a contagious disease, OR
    - Attending to the serious illness of an immediate family member

Contractual Leaves

- Official Leave for Non-Occupational Disability (Article IV MOU)
  - An employee may request a six (6) month leave of absence for a non-work related disability if the employee has worked 6,240 hours (equates to 3 years of full-time service)
  - An employee may request to extend the leave in accordance with the Official Leave provision in your respective MOU

Contractual Leaves

- Parenthood Leave (Article IV – MOU)
  - An employee may request a leave for up to six (6) months in connection with the birth, placement or legal adoption of a child
  - An employee requesting the leave must apply 100% of their accrued comp/vacation/annual leave time towards absence

Contractual Leaves

- Family Leave (Article IV)
  - 12 weeks of unpaid leave for an employee who has worked 1,250 hours in the past 12 months AND
  - Is undergoing treatment for a “serious health condition” OR
  - Is caring for a parent, spouse or child with a “serious health condition” OR
  - Is adopting, having a baby or having a foster child placed in the home.

Requesting a Leave of Absence

- You must formally request a leave of absence through your HRS Representative or Supervisor.
  - Certification may be required for certain types of leaves
- Your HRS Representative will work with you to determine the leave type for which you qualify.
- Request a Parenthood Leave Checklist at the time of your meeting.

Employee Benefits: Leave of Absence Process

- HRS must input your effective date/leave type into the County HRS/Payroll system.
- Once entered, the date and type of leave will be sent to the County of Orange Benefits Center on the next County pay day.
- The Benefits Center then creates and sends you a personalized leave of absence letter and Benefits Summary with your benefit options and costs (if applicable).

Leave of Absence Process

- If you want to continue benefits as listed on your Benefits Summary, then do nothing.
- If you wish to cancel coverage while on leave (if eligible), then follow the instructions on your letter – contact the Benefits Resource Line.
- No additional forms are required, unless you are a Manager, Attorney, or Craft & Plant employee.

Adding Your New Dependent

- ***IMPORTANT***: Adding new dependents **must** be done within 30 days of the date of birth/adoption. Your dependent child cannot be added beyond the 30 days.

- You must add your new dependent via the Benefits Center Web Site or by calling the Benefits Resource Line and speaking to a Benefits Specialist.

- Reporting directly to the Health Plan WILL NOT get your new dependent added.

Adding Your New Dependent

- You **must** also provide your signed Dependent Verification form and required documentation such as a copy of the birth certificate or adoption papers as verification of dependent eligibility within 60 days of the event that made your dependent(s) eligible.

- If you fail to respond with the dependent verification form and required verification documentation within the 60 days, coverage for your dependent(s) will be cancelled at the end of the month in which the 60 day period ends.

Adding Your New Dependent

- If your dependent's coverage is cancelled for failure to provide the required verification documentation, you will not be permitted to enroll your dependent(s) again until the next Open Enrollment period unless you have a new qualified life event as defined by IRS regulations.

Parenthood Leave Brochure and Checklist

- **Brochure:** Important resource to read through if you take a Parenthood Leave
- **Checklist:** Review carefully to make sure you have taken all necessary actions
- Provides you with key points to be aware of when going out on a parenthood leave
- Help to avoid pitfalls:
  - Not adding dependents timely
  - Not providing appropriate dependent eligibility verification form and documentation

- Posted on the Employee Benefits Web Site at www.ocgov.com/hr/employeebenefits under forms

Benefits While Out on Leave: Premium Payments While on Any Unpaid Leave

- You will receive monthly invoices for continuation of coverage from Xerox HR Solutions effective the 1st of the month following the start of your unpaid leave through the end of the month in which you return to work.
- Billing occurs monthly, there is no pro-rating.
- You will be responsible to pay the monthly premiums listed on the invoice.

Benefits While Out on Leave: Premium Payments While on Any Unpaid Leave

- If you do not pay the initial bill from Xerox HR Solutions before the grace period indicated on the invoice, coverage will be cancelled back to the first of the month following the start of your Unpaid Leave or the first day of the month following non-payment.

- Questions regarding your invoice, options and coverage contact the Benefits Resource Line at 1-866-325-2345.

Benefits While Out on Leave: Employee Married to Employee (EME)

- <u>Paid Leave & Unpaid Family Medical Leave:</u>

  Status as EME can be maintained during a paid or unpaid family medical leave. Paid leave means using your accrued balances.

- <u>Unpaid Non-FMLA Leave:</u>
  - EME status will be dissolved
  - You should contact the Benefits Resource Line at 1-866-325-2345, to discuss options for premium payments and coverage while on leave.

Benefits While Out on Leave: Employee Married to Employee (EME)

- <u>Unpaid Non-FMLA Leave cont.:</u>
  - The spouse not on leave may be required to make new enrollment elections in order to initiate dependent payroll deductions for the family coverage while on leave.
  - Complete new EME form upon return from leave. Reinstatement of EME status will be effective the first of the month following the receipt of the completed EME form by the Benefits Center.
  - Reinstatement will not automatically occur; you must initiate.

Return From Leave

- HRS must input the return to work effective date into the County payroll system in a timely manner.
- Once entered, the return date will be sent to the County of Orange Benefits Center on the next County pay day.
- The Benefits Center then creates a Return From Leave letter with the benefit options based upon your return dates and status.
- Re-enrollment into cancelled benefits varies based on return date and status. For more information employees should contact the Benefits Resource Line.

Disability Benefits

- If you are a Manager, Attorney, or Craft & Plant employee, short term and long term disability benefits are administered through the County.
- All other employees have disability benefits through their union/labor organization, such as OCEA, AOCW, AFSCME, IUOE, and AOCDS.
- Employees must contact their union/labor organization for information and questions regarding benefits provided through their union/labor organization.
- County employees do not pay into the State Disability program and are not eligible for State Disability benefits.

Resources

- County of Orange Benefits Center:

(Xerox HR Solutions – direct billing)

1-866-325-2345

www.benefitsweb.com/countyoforange/html

  - Invoice & billing questions
  - Eligibility
  - Report QLE and/or add new dependent(s)
  - Submit required dependent documentation to

- Affiliated Labor Organization
  - Disability Benefits – contact your labor organization/union for disability benefits administered by that organization.

Resources

Xerox, HR Solutions - Direct Bill

- www.benefitsweb.com/countyoforange.html
- Phone: 1-866-325-2345
- Payment Mailing address:

  P. O. Box 382147

  Pittsburgh, PA 15251-8147

Employee Benefits Web Site

www.ocgov.com/hr/employeebenefits

- For general information about your County of Orange benefits (no PIN required):
  - Current Employee Health Plan Rate Tables
  - Current Employee Enrollment Guide
  - Parenthood Brochure
  - Parenthood Checklist
  - Health Plan Contact Information

Questions?

Disability Benefits for Management, Attorney, Craft & Plant

- Short Term Disability (STD) coverage begins when a disability keeps an employee from working for more than seven calendar days (the waiting period) after exhausting the following time:

Attorneys	Full-Time Attorneys must use 192 hours, Part-Time Attorneys must use 96 hours of Annual Leave before STD can be applied.

Disability Benefits for Management, Attorney, Craft & Plant

Short Term Disability (STD) coverage cont.:

Management:	Must use 192 hrs Annual Leave before STD can be applied
Craft & Plant:	Must use all Sick Leave before STD can be applied

- (If hospitalized due to an accident, Salary Continuance coverage begins immediately)

Disability Benefits for Management, Attorney, Craft & Plant

- STD benefits are based on one's covered earnings (taxable). STD benefits will be reduced by any income that an employee may receive from other sources during the disability (e.g. Workers' Compensation, Social Security).
- If applying for and receiving Catastrophic Leave donations, STD will be suspended until the employee has exhausted the entire Catastrophic Leave donation.
- Checks are issued by the County's STD administrator, *The Standard Insurance Company*, separate from County payroll.

Applying for Short Term Disability (STD)

- If STD applies, you will need to do the following to apply:
  - Go to the Benefits Center Web Site at **www.benefitsweb.com/countyoforange.html** or the County of Orange Employee Benefits Web Site at **www.ocgov.com/hr/employeebenefits** to obtain the STD package.
- The package includes a Salary Continuance Claim form and a W-4 form

Applying For Short Term Disability (STD)

- Complete and return the Salary Continuance Claim and W-4 form to:

  County of Orange Employee Benefits Office
  333 W. Santa Ana Blvd., 1st floor, Room 137
  Santa Ana, CA 92701

- Employer section of STD application is to be completed by Human Resource Services/Employee Benefits.

- Maximum period you can receive STD benefits is 12 months from the end of the waiting period.

Benefits While Out on Leave

- You will receive monthly invoices for continuation of coverage from Xerox HR Solutions effective the 1st of the month following the start of your unpaid leave through the end of the month in which you return to work.

- Management, Attorney or Craft & Plant employees will also be billed monthly for Voluntary AD&D and Voluntary Life Insurances and/or Dental (if applicable) if the employee chooses to continue the coverage while on leave.

Benefits While Out on Leave: Unpaid Leave

If You're on Unpaid Non-Family Leave	The County Pays…	You pay…
Health Coverage	$0	The full amount of the health premiums (Employee & County portions), if applicable.
County Dental (Managers/Attorneys)	$0	The full premium for you and any dependents.
Basic Life, Basic AD&D Additional Life, Extra Additional Life (Life and AD&D coverage will continue for a maximum of 3 months)	$0	You will be invoiced the full premium amount by Xerox HR Solutions. Billing becomes effective the first of the following month following the start of your Unpaid leave.
Dependent Life and Voluntary AD&D (Life and AD&D will continue for a maximum of 3 months)	$0	You will be invoiced by Xerox HR Solutions. Billing becomes effective the first of the following month following the start of your Unpaid leave.

Benefits While Out on Leave: Unpaid FMLA, CFRA, Pregnancy Disability Leave

If You're on Unpaid Family Leave	The County Pays…	You pay…
Health Coverage	Its share of health premiums	Your normal bi-weekly health premiums converted to a monthly amount, if applicable.
County Dental (Managers/Attorneys)	The full premium for you and any dependents	$0
Basic Life, Basic AD&D Additional Life, Extra Additional Life (Life and AD&D coverage will continue for a maximum of 3 months)	$0	The Full premiums You will be invoiced the full premium amount by Xerox HR Solutions. Billing becomes effective the first of the following month following the start of your unpaid family leave.
Dependent Life and Voluntary AD&D (Life and AD&D will continue for a maximum of 3 months)	$0	You will be invoiced by Xerox HR Solutions. Billing becomes effective the first of the following month following the start of your unpaid family leave.

Benefits While Out on Leave: Approved STD Leave

If You're on an Approved STD Leave…	The County Pays…	You pay…
Health Coverage	Its share of health premiums	Your normal bi-weekly health premiums converted to a monthly amount, if applicable.
County Dental (Managers/Attorneys)	The full premium for you and any dependents	$0
Basic Life, Basic AD&D (to continue while on approved STD leave)	The full premiums	$0
Additional Life, Extra Additional Life	$0	Full premiums
Dependent Life and Voluntary AD&D	$0	Full premiums

Benefits While Out on Leave: Paid Leave

If You're on Paid leave…	The County Pays…	You pay…
Health Coverage	Its share of health premiums	Your normal bi-weekly health premiums, if applicable.
County Dental (Managers/Attorneys)	The full premium for you and any dependents	$0
Basic Life & Basic AD&D	The full premiums	$0
Additional Life, Extra Additional Life, Dependent Life and Voluntary AD&D	$0	Full premiums

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  - Invoice & billing questions
  - Eligibility
  - Report QLE and/or add new dependent(s)
  - Submit required dependent documentation to

- Standard Insurance Co (STD):

1-800-368-2859 **www.standard.com**

Resources

County of Orange Benefits Center

- **www.benefitsweb.com/countyoforange.html**
- Benefits Resource Line: 1-866-325-2345
- FAX: 1-973-837-3330
- Mailing address:

PO Box 199712

Dallas, TX 75219-9768

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Xerox, HR Solutions - Direct Bill

- **www.benefitsweb.com/countyoforange.html**
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