

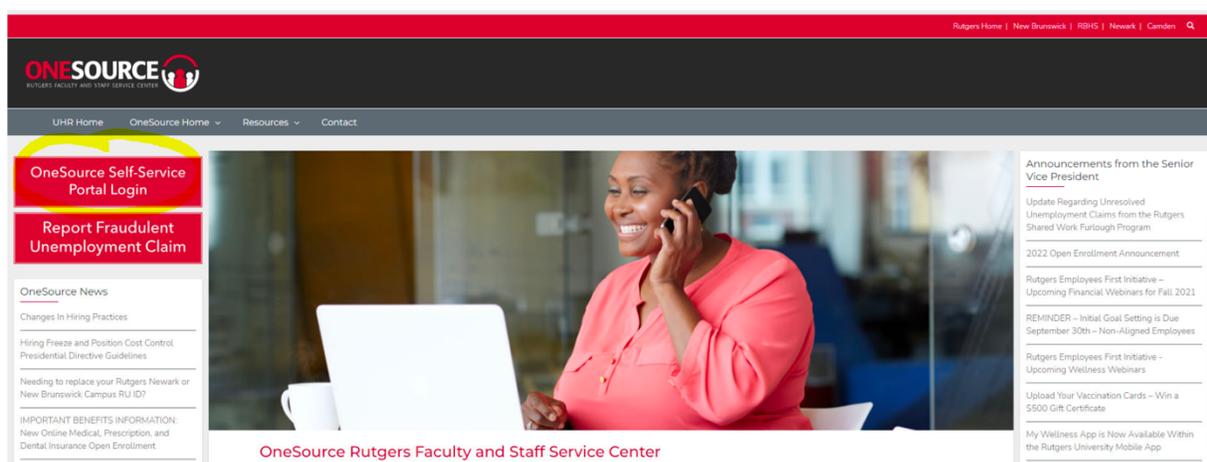
# Parental Leave Information for Residents

Rutgers NJMS Graduate Medical Education Office

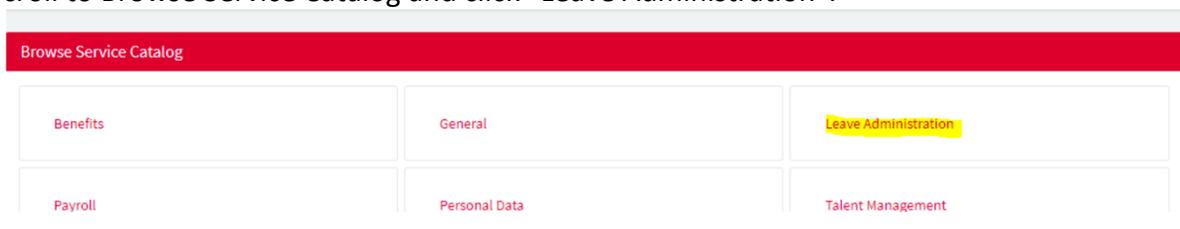
Congratulations... you are having a baby! Now what do you do?

90 days before your planned leave, it is recommended that you inform your program coordinator, program director, and Maria Lopez ([matiasme@njms.rutgers.edu](mailto:matiasme@njms.rutgers.edu)) in the GME Office about your general plan for time off.

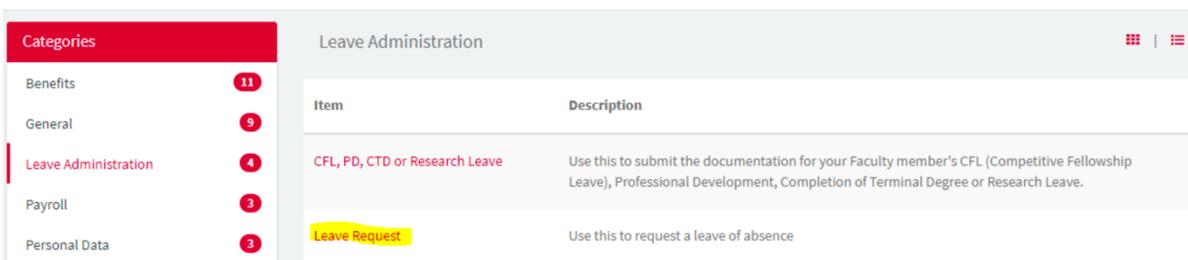
Next, log into your [OneSource](#) account (see highlighted login).



Scroll to Browse Service Catalog and click “Leave Administration”.



Then, click “Leave Request” to request a leave of absence.



Begin to fill out the leave request form. It will be a new leave request. Specify what you are applying for, either “medical leave for self – maternity” or “family leave – birth/adoption/foster care”. Include your preferred telephone and email address while on leave.

## Leave Request

Use this to request a leave of absence

Please submit requests for leave as soon as you become aware of the need for leave

**?**

\* New Request or Extension? **?**

New leave request

\* I am applying for...

-- None --

\* Preferred telephone number while on leave

555-555-5555

Preferred email address while on leave **?**

Please select Maria Lopez in the GME Office as the supervisor, as shown below.

\* Supervisor Name

Maria Lopez	UBHC-Outpatient Services	MNTL HLTH CLINICIAN III
MARIA LOPEZ		
MARIA LOPEZ	NJMS-Graduate Medical Educatio	OPERATIONAL SUPPORT ANAL II
MARIA LOPEZ		

Select type of leave as “Continuous”.

\* Type of Leave

Continuous

For residents, select that you work the same calendar days each week. The recurring calendar days are Monday-Friday with 8 hours per day. This is for HR purposes even though hours/days worked may vary.

\* Do you work the same calendar days each week?

\* Please select the recurring calendar days you work per week 

Your selection will be referenced to ensure consistency during potential absence reporting entries by the OneSource Rutgers Faculty and Staff Service Center. Any changes to this schedule after submission will require you to inform your assigned leave specialist. 

Select a value closest to your position's standard hours worked per day 

\* Hours:

\* Minutes:

### **IMPORTANT CONSIDERATIONS**

#### **Do you plan to apply for temporary disability insurance?**

All residents receive 12 sick days, 4 personal days, and 20 vacation days each academic year. Sick days (which begin 4 months after starting employment) roll over to a max of 48 days.

If, for example, you decide to take four months of time off, but only have 3 months of paid time accrued, you would be placed on unpaid leave status for your final month of leave and would not be paid a salary by Rutgers. But, through the State of New Jersey, you can elect to apply for **Temporary Disability Insurance (TDI)** which would guarantee you up to 85% of your income to a max of \$993/week for up to 26 weeks. Some residents may decide to use this method earlier in their leave instead of using accrued sick time or vacation. In order to gain access to this program, you need to fill out the forms required by the State of NJ within 30 days of the start of the disability. *This applies even if you're initially taking paid leave!*

You are responsible for all insurance premiums after 3 months of unpaid leave. You are responsible for all dental insurance premiums as soon as you are on unpaid leave.

#### **Are there funds available to support me during family leave?**

If you are on family leave – you must use all of your sick and vacation time (which is fully paid) unless you are applying for NJ **Family Leave Insurance (FLI)**, in which case you're required to use 10 days of sick and/or vacation time. If you were on TDI and are transitioning to FLI, you do

not need use any sick and/or vacation time. Similar to TDI, FLI provides partial income replacement to a max of \$993/week, but for up to 12 weeks of unpaid leave.

Next, select the last physical day you think you will work prior to start of the leave. For maternity leave, you may select a date up to 4 weeks before your due date. Estimate your return date. We understand that these dates may change, so please contact Maria Lopez in the GME Office to advise of any changes. Please note that “typical” maternity leave starts four weeks before your due date, and extends 6 weeks after vaginal deliveries or 8 weeks after cesarean deliveries, but durations can vary depending on your physician’s certification.

For Family Leave, which also applies to parental leave for partner/spouse (12 months employment required) following birth or adoption, you must use all sick time and vacation, unless you are applying for NJ Family Leave Insurance (FLI), in which case you must use up to 10 days of sick and/or vacation time.

\* Last Physical Day Worked Prior to Start of Leave

Contact Maria Lopez at [matiasme@rutgers.edu](mailto:matiasme@rutgers.edu) and/or [gme@njms.rutgers.edu](mailto:gme@njms.rutgers.edu) to advise if the date you enter here changes

*Date in format MM-DD-YYYY*

\* Start Date of Leave

For Maternity, you may select a date up to 4 weeks before your due date

*Date in format MM-DD-YYYY*

\* Estimated Return Date

We understand the date you enter here may change. Please contact Maria and/or GME the day you return to work

*Date in format MM-DD-YYYY*

Submit your form.

Please note, OneSource will then email you certification forms that you need to bring to your doctor who must certify the need for leave. There will also be a “Request for Leave of Absence” form; after you fill it out and sign, please email the form to Maria Lopez who will obtain signatures from your Program Director and Dr. Kothari.



OneSource Rutgers Faculty and Staff Service Center  
 University Human Resources  
 Rutgers, The State University of New Jersey  
 Administrative Services Building II  
 57 US-1, New Brunswick, NJ 08901

## REQUEST FOR LEAVE OF ABSENCE

For Housestaff Positions

- For foreseeable leave, this form should be submitted 30 days in advance of your projected leave dates. If you cannot submit this form 30 days in advance, please submit your request as soon as possible.
- For leave that is not foreseeable, this form should be submitted as soon as possible after you learn of your need for leave.
- Failure to submit your request in a timely fashion may result in delay or denial of leave.

Employee's Name: _____ University ID #: _____		
Date of Hire: _____ Position Title: _____		
Department: _____		
Home Address: _____		Telephone: _____
Email: _____		
Program Director's Name & Telephone: _____		
<b>MEDICAL/FAMILY LEAVE:</b>		
<input type="checkbox"/> Family Leave - Birth/Adoption/Foster Care	<input type="checkbox"/> Family Leave - Serious health condition of family member	<b>OTHER LEAVE TYPES:</b> <input type="checkbox"/> Personal <input type="checkbox"/> Academic <input type="checkbox"/> Military
<input type="checkbox"/> Medical Leave for self	<input type="checkbox"/> Military Family Leave-Caregiver	
<input type="checkbox"/> Medical Leave for self -Maternity	<input type="checkbox"/> Military Family Leave- Qualifying Exigency	
For medical and family leave, employees must check the box as applicable.		
For Medical Leave of Absence for <b>yourself</b> , you may:  <input type="checkbox"/> Apply for NJ Temporary Disability Insurance.  <p style="text-align: center;">Or</p> <input type="checkbox"/> Use sick time and vacation time in accordance with applicable laws, University policies and the collective negotiations unit. If necessary, you may then move to unpaid leave and may apply for NJ Temporary Disability Insurance.		For Family Leave of Absence for a serious health condition of <b>family member</b> , you will:  <input type="checkbox"/> Apply for NJ Family Leave Insurance.  <p style="text-align: center;">Or</p> <input type="checkbox"/> Use vacation days, and if necessary, you may then move to unpaid leave and may apply for NJ Family Leave Insurance.
For Family Leave of Absence to care for a child after <b>birth or adoption</b> , you must use all sick time and vacation time, unless you are applying for NJ Family Leave Insurance, in which case you must use up to ten (10) days of sick and/or vacation.  ❖ If you transition directly from NJ Temporary Disability Insurance to NJ Family Leave Insurance, you do not have to use up to ten (10) sick and/or vacation days. ❖ If you transition from NJ Family Leave Insurance to using accrued time, you must submit a new Leave of Absence Request form to be in paid status.  For Family Leave of Absence to care for a child after placement in foster care, you may use vacation time in accordance with applicable laws and University policies. If necessary, you may then move to unpaid leave. (Family Leave Insurance is not available for foster care.)  <b>** Refer to the CIR Agreement on the allowable time that can be used.</b>		
<b>Duration of Leave:</b> <input type="checkbox"/> Continuous <input type="checkbox"/> Intermittent		LOA Start Date: _____  Estimated Return Date: _____  <div style="border: 1px solid black; padding: 2px;">First Day of Unpaid Status: _____</div>
<b>NOTE:</b> It is the Housestaff member's responsibility to make any necessary arrangements with OneSource Rutgers Faculty and Staff Service Center (732-745-SERV (7348) or OneSource@rutgers.edu) to ensure continuity of health and life insurance prior to beginning an unpaid leave and immediately upon return from leave. The duration of an unpaid leave of absence may impact an employee's health benefits, life insurance and future retirement benefits; if arrangements are not made, such benefits may cancel and employees may be subject to COBRA coverage for health benefits.		

## **What to do after your child arrives:**

Once your child have arrived (congratulations!), you will likely want to add them to your health insurance.

If you do not have a BenefitSolver account, you will need to create one. (GME can provide a code)

If you do have a BenefitSolver account, log in and submit a life event. You will be asked to provide information, including uploading a copy o the birth certificate. (Birth certificates are not always to get, so make sure you don't forget this step!!). **Submitting the life event has to be done within 60 days of the child being born or joining your family.**

We recommend emailing OneSource ([onesource@rutgers.edu](mailto:onesource@rutgers.edu)) about 30 days after submitting the life event in BenefitSolver to ensure that your child was added to your insurance.

## **OTHER FREQUENTLY ASKED QUESTIONS**

### **What if I need to extend my leave?**

Should you need to extend your leave, you need to submit an updated Request for Leave of Absence form and an updated Certification of Healthcare Provider form five (5) days before your leave expires to OneSource.

### **What if I need to take a leave and haven't been employed long enough, or wish to take more time off than allowed under FMLA (which allows up to 12 weeks)?**

You need to request additional leave as an accommodation. This is a separate process through the Office of University Labor Relations. You and your medical provider need to complete an Accommodation Request Form and Accommodation Request: Medical Inquiry Form, both of which are available at <https://academiclaborrelations.rutgers.edu/disability-accommodation-request-process-faculty>. Once completed, please return both forms via email to [facultyaffairs@oq.rutgers.edu](mailto:facultyaffairs@oq.rutgers.edu). These forms should be returned at least two weeks prior to the end of your approved leave.

### **How much time can I take off without having to make it up?**

You should speak to your program director as this is based on Board eligibility requirements, which are different in each specialty.