Leave of Absence Policy for Postdocs and Postgrads

Yale Leave policy provides for up to 8 weeks of full salary continuation for parental leave*

- Postdoctoral Appointee may extend leave, unpaid, under FMLA guidelines or paid under CT PFML

*For reference, appointment may be granted up to eight weeks of paid parental leave unless such leave is explicitly restricted by an external source of funding for the appointee’s compensation.

- Postdoctoral/Postgraduate Associates – may be eligible for Federal FMLA and for the CT Paid Family Medical Leave (CT PFML) benefit plan for additional 4 weeks of Yale unpaid leave: CT PFML paid leave, FMLA unpaid / job-protected leave (run concurrently)
  - Medical leaves require medical provider documentation

- Postdoctoral/Postgraduate Fellows – Follow the Yale Leave policy for up to 8 weeks of paid parental leave and medical leaves; unless the funding source has a different policy.

- PTO is managed by the academic unit. It can be used after leaves to extend time off if academic unity policy allows.

Yale School of Medicine
Discuss intent to take a family and/or medical leave with Department/PI

Step 2 Apply & Forms
- Submits a Yale Leave request form to the Business Office (Fellow and Associates have different forms)
- Receives medical forms/required documentation from the Office of Postdoctoral Affairs

Step 3 Confirmation & Review
- Receive confirmation Yale Leave has been entered into Workday from Business Office

Step 4 Apply
- Notify your Business Office and the Office of Postdoctoral Affairs of any updates to leave and/or your CT PFML claim and final decision
- Request leave extension if needed

Step 4 Follow Up

Step 5 Communicate
- Submit a claim to the State of CT for CT PFML at least 30 days prior to leave
- Provide supporting documentation directly to the state
- Complete top section of Employer Verification request form
  - Send to: HR.Leaves@yale.edu
- Update your CT account with absence information and information about other sources of money, track final claim decision

Review State of CT Paid Family Medical Leave (CT PFML) benefit plan
- CT Paid Leave Authority (PFMLA) | Home | Official Site

State of Connecticut PFML
- Receive confirmation Yale Leave has been entered into Workday from Business Office

Yale Leave of Absence
**Business Office, Step-by-Step**

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Confirm Appointee discussed intent to take a family and/or medical leave with PI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Submit Appointee’s <a href="#">Yale Leave</a> form to the Office of Postdoctoral Affairs (Fellow and Associates have different forms)</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:postdoc.affairs@yale.edu">postdoc.affairs@yale.edu</a>.</td>
</tr>
<tr>
<td>Step 3</td>
<td>Inputs Appointee’s <a href="#">Yale Leave</a> into Workday</td>
</tr>
<tr>
<td></td>
<td>Emails Appointee, <a href="#">Yale Leave</a> request is in Workday, (approval pending)</td>
</tr>
<tr>
<td>Step 4</td>
<td>Receives <a href="#">Yale Leave</a> approval from Office of Postdoctoral Affairs</td>
</tr>
<tr>
<td>Step 4</td>
<td>Receives return to work updates from Appointee</td>
</tr>
<tr>
<td></td>
<td>Initiates Return Worker from leave in Workday</td>
</tr>
</tbody>
</table>

### Yale Leave of Absence

| Step 4  | Receives return to work updates from Appointee |
|         | Initiates Return Worker from leave in Workday |

### State of Connecticut PFML

| Step 4  | If you receive the [Employer Verification](#) request form from the appointee, complete any information you are able to |
|         | Send to: HR.Leaves@yale.edu |
|         | HR Leaves receives Appointee’s [CT Paid Family Medical Leave](#) |
|         | Send to: ysmacademic@yale.edu for payroll adjustment for all appointees - YSM and Central |
|         | Receives updates from Appointee regarding CT PFML approval |
|         | Updates Workday as needed |
Office of Postdoctoral Affairs, Step-by-Step

**Step 1** Confirmation
- Confirm Appointee discussed intent to take a family and/or medical leave with Department/PI

**Yale Leave of Absence**

**Step 2** Review
- Receives Appointee’s **Yale Leave** form from the Business Office and reviews for approval

**Step 3** Input & Inform
- Emails Appointee with request for documentation for **Yale Leave** if needed
- Advises Appointee of applying for CT - Paid Family Medical Leave benefit plan
  - [CT Paid Leave Authority (PFMLA) | Home | Official Site](https://www.pfmla.com)
- **Yale Leave** - approves or denies - emails Business Office and Appointee of **Yale Leave** decision

**State of Connecticut PFML**

**Step 4** Approval - Informs
- Receives approval notice from HR of the Appointees’ **CT Paid Family Medical Leave** and benefits/payment calculations

**Step 4** Updates
- Receives Appointee return to work updates from Business Office and checks pay is correct
- Receives Appointee return to work updates from Business Office and checks pay is correct
Appointee eligibility to extend leave to 12 weeks salary continuation under the updated YSM Child Rearing Policy:

**Eligible**
- Appointees who have taken leave with overlap into 2022
- Appointees currently out on leave
- Appointees with an active leave request with leave period in 2022

**Not Eligible**
- Appointees who have taken leave and returned to work prior to 1/1/2022

If an Appointee would like to extend their leave under the updated policy, here is what we are asking:
- Discuss additional leave dates with your administrator and PI
- Complete the appropriate Leave Request form
- Submit a claim to the State of Connecticut for leave period

Yale Salary and State Payment Offset
- Yale payroll will run as usual. The State will confirm the benefit amount paid to the Appointee; a payroll adjustment will be made to collect any overpayment in arrears. The YSM Academic Affairs Support team will work with the HR leaves team and handle any payroll adjustments. This also applies to all postgrads and postdocs YSM and Central Campus.
FAQs – cont’d

Are academic Appointees required to apply to the state for leave?

- Yes, it is a requirement of the State to file if receiving a *paid benefit* from Yale (e.g., paid Parental Leave)
- If an Appointee is not receiving a paid benefit from Yale (e.g., unpaid leave) then it is not a requirement to file with the State.

Does the CT PFML apply to all non-academic leaves (e.g., child rearing, medical leaves, caregiver leaves)?

- Yes, please refer to the full list of **qualifying circumstances for leaves under CT PFML** on the State’s website.

When does the 12-month calendar start?

- The start date for the 12-month period is the actual event date (e.g. xxx)

  Limited to twelve weeks in a twelve-month period, with the possibility of two additional weeks of leave for incapacity during pregnancy. Individuals caring for a family member who was injured while on active duty in the military can take up to 26 weeks of leave, but only 12 weeks of that leave is eligible for paid benefits from the CT Paid Leave Authority.
FAQs – cont’d

Are intermittent leaves permitted?

- Postgrad and postdocs do not track their time and aren’t eligible for intermittent leaves

Appointees who are paid by the VA

- Fully paid by the VA – Appointee is already receiving a government benefit and will not be eligible for the State benefit
- Compensation split between VA and Yale – only the funds paid by Yale will be eligible under the State benefit

If an Appointee who has requested and been approved for a leave and has submitted their resignation, how do we collect any overpayment if a benefit is received from the State?

- This will depend on the timing of the resignation and the payroll processing schedule. If the final paycheck can be adjusted for benefits received from the State, an overpayment will not happen. If an overpayment occurs, the department will need to request a reimbursement from the Appointee
Clinical Fellows (non-ACGME or ACGME), how does the State benefit work since these trainees receive a stipend from Yale (not salary/taxable wages), but may receive taxable wages for moonlighting/on call pay?

- Individuals paid only a stipend are not eligible for CT PFML. If the individual also earns wages and meets the CT PFML earned-wage threshold, a CT PFML paid benefit might be approved. A deduction to the Yale stipend would not be made since stipends are not eligible. However, it is expected that the moonlighting/on call payments would decrease or stop altogether due to the individual being on leave.