Yale Leave of Absence
&
CT Paid Family Medical Leave

January 1, 2022
Leave of Absence Policy Changes

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

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

- 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 unpaid leave from Yale or 4 weeks of CT PFML paid leave

- Postdoctoral/Postgraduate Fellows
  - Follow the Yale Leave policy and their funding agency’s guidelines for 8 weeks of paid parental leave

*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.
Policy Mandates

**Federal Government**

- Effective October 1, 2020
  - Up to 12 weeks of paid parental leave for Federal employees (e.g. VA fellows may fall under this)

**State of CT**

- Implementing CT PFML also provides up to 12 weeks of paid parental leave
  - Funded via employee tax of 0.50% of FICA eligible wages (Associates)
  - Effective January 1, 2022, employees must apply for a leave and **benefits will be paid directly to the employee by the state** from this pre-established fund (capped at $780 per week)

**Yale University**

- Effective January 1, 2022
  - Employee will be kept whole (i.e., Yale will “top-off” the state payment, pay the difference between full salary and amount paid by CT, but not exceeding 100% of wages) for 8 weeks of paid parental leave
  - Additional leave would be unpaid through Yale, but the Appointee may receive CT PFML
Appointee Step-by-Step

**Step 1** Plan
- 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

**State of Connecticut PFML**
- Review State of **CT Paid Family Medical Leave** (CT PFML) benefit plan
  - CT Paid Leave Authority (PFMLA) | Home | Official Site
- 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, email to HR
  - HR.Leaves@yale.edu
- Update your CT account with absence information and information about other sources of money, track final claim decision

**Step 4** Apply

**Step 5** Communicate
- Notify your Business Office and the Office of Postdoctoral Affairs of any updates to your CT PFML claim and final decision
- Request leave extension if needed
**Step 1** Confirmation
- Confirm Appointee discussed intent to take a family and/or medical leave with PI

**Step 2** Submit
- Submit Appointee’s [Yale Leave](#) form to the Office of Postdoctoral Affairs
  - Fellow and Associates have different forms
  - [postdoc.affairs@yale.edu](mailto:postdoc.affairs@yale.edu)
- Inputs Appointee’s [Yale Leave](#) into Workday
- Emails Appointee, [Yale Leave](#) request is in Workday, (approval pending)

**Step 3** Input & Inform
- Receives [Yale Leave](#) approval from Office of Postdoctoral Affairs

**Step 4** Approvals
- Receives updates from Appointee
  - Updates Workday
- Receives return to work updates from Appointee
  - Initiates Return Worker from leave in Workday

**Step 4** Communicates
- Receives updates from Appointee
  - Updates Workday
- Receives return to work updates from Appointee
  - Initiates Return Worker from leave in Workday

**Yale Leave of Absence**
- State of Connecticut PFML

- If you receive the [Employer Verification](#) request form from the appointee, complete any information you are able to, email to HR
  - [HR.Leaves@yale.edu](mailto:HR.Leaves@yale.edu)
- Receives approval of the Appointee’s [CT Paid Family Medical Leave](#) and benefits/payment calculations updated by payroll
- Receives updates from Appointee
  - Updates Workday
- Receives return to work updates from Appointee
  - Initiates Return Worker from leave in Workday
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
  - Review for eligibility
- 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)](http://Home | Official Site)
- Receives [Yale Leave](#) documents - approves or denies - emails Business Office and Appointee of [Yale Leave](#) decision

Step 3
Input & Inform
- Receives approval notice from HR of the Appointees’ [CT Paid Family Medical Leave](#) and benefits/payment calculations
- Calculates pay change and send to YSM Academic Appointee Administration or the Office of Faculty Administrative Services
- Informs Business Office of pay changes
- Receives Appointee return to work updates from Business Office and checks pay is correct

Step 4
Approval - Informs
- Receives [Yale Leave](#) documents – approves or denies - emails Business Office and Appointee of [Yale Leave](#) decision
- Receives Appointee return to work updates from Business Office and checks pay is correct