As a staff member who is paid semi-monthly (exempt), and based on your status and years of service, your leave, pay and benefits will be handled as follows:

Parental Leave:

• Parental Leave Only - Weeks 1 – 8: as an exempt staff member and based on your years of service, you are eligible for 2, 4, 8 weeks of 100% of your pay through the Short-Term Illness (STI) benefit.
  
  o Short-term Illness Protection (STI): If a continuous illness extends for 10 or more working days an employee may be eligible for short-term illness protection.
  
  o Once you have used this benefit, a period of 12 months must pass before being eligible again for this benefit. Prior to returning to work, you may be requested to furnish a certificate from a doctor stating that you are fit to return to work. The doctor may not be your family member.
  
  o During the period of short-term illness, vacation, personal, and sick leave will continue to accrue however any leave accrued while receiving the short-term illness benefit cannot be used until the employee returns to work. If an employee does not return to work any vacation time accrued during their sick leave will not be paid out.

  o Please note: Length of continuous employment is calculated from the date you become eligible for this benefit. Therefore, service as a temporary employee or a postdoctoral fellow would not count toward the eligibility requirement.

• Weeks 9 – 12*: you will be unpaid and/or may elect to use your accrued vacation/personal time (please indicate this on the FMLA application by checking the appropriate box).

  *Sick accruals and/or Extended Illness Benefit (EIB) are not available because typically medical recovery from birth lasts 6-8wks (if no complications).

  **If the treating health care provider indicates that you are still considered disabled after the typical 8 weeks, you may continue to be paid using STI (depending on eligibility), accrued sick time and/or may qualify for the Extended Illness Benefit (EIB). The EIB pays at 60% of your salary.

• During the paid portion of your leave, your current deductions will continue to be taken.

• During the unpaid portion of your leave, your benefits will continue for as long as a payment method for those benefits has been determined.

Non-Birthing Parent:

• Weeks 1 – 12: you are eligible to be paid using the following accruals: up to 12 days of your accrued sick days, any accrued personal and/or vacation time. You may elect to be unpaid during the remainder of the leave of absence. Only hours you have accrued at the commencement of your leave can be applied.

• During the paid portion of your leave, your current deductions will continue to be taken.
• During the unpaid portion of your leave, your benefits will continue for as long as a payment method for those benefits has been determined.

Parental Leave (Adoption):
- **Weeks 1 – 12:** you are eligible to be paid using the following accruals: up to 12 days of your accrued sick days, any accrued personal and/or vacation time. You may elect to be unpaid during the remainder of the leave of absence. Only hours you have accrued at the commencement of your leave can be applied.

- During the paid portion of your leave, your current deductions will continue to be taken.

- During the unpaid portion of your leave, your benefits will continue for as long as a payment method for those benefits has been determined.

NON-FMLA Leaves:
FMLA entitlement: you are NOT eligible for leave under the FMLA, because you do not meet the criteria of completing one (1) year of service and working 1250 hours in the past 12 months or you have exhausted your FMLA entitlement in the past rolling 12-month period. You may however qualify for the following leave of absence:

- **MASS Parental Leave (Birthing Parent):** you are eligible for up to 8 weeks of unpaid leave/job protection under the Massachusetts Parental Leave Act.
  - **Weeks 1 – 8:** as an exempt staff member and based on your years of service, you may be eligible for 2, 4, 8 weeks of 100% of your pay through the Short-Term Illness (STI) benefit.
  - Once your STI benefit has been exhausted and you are still recovering from birth, per your health care provider, you may be eligible for the Extended Illness Benefit (EIB) which pays you 60% of your base salary. You may elect to supplement the EIB benefit using your vacation and/or personal time.
  - During the paid portion of your leave, your current deductions will continue to be taken.
  - During the unpaid portion of your leave, your benefits will continue for as long as a payment method for those benefits has been determined.

- **MASS Parental Leave (Non-Birthing Parent):** you are eligible for up to 8 weeks of unpaid leave/job protection under the Massachusetts Parental Leave Act.
  - **Weeks 1 – 8:** as an exempt staff member you are eligible to be paid using the following accruals: up to 12 days of your accrued sick days, any accrued personal and/or vacation time. You may elect to be unpaid during the remainder of the leave of absence. Only hours you have accrued at the commencement of your leave can be applied.
  - During the paid portion of your leave, your current deductions will continue to be taken.
  - During the unpaid portion of your leave, your benefits will continue for as long as a payment method for those benefits has been determined.

- **MASS Parental Leave (Adoption):** you are eligible for up to 8 weeks of unpaid leave/job protection under the Massachusetts Parental Leave Act.
o **Weeks 1 – 8:** as an *exempt* staff member you are eligible to be paid using the following accruals: up to 12 days of your accrued sick days, any accrued personal and/or vacation time. You may elect to be unpaid during the remainder of the leave of absence. Only hours you have accrued at the commencement of your leave can be applied.

o During the paid portion of your leave, your current deductions will continue to be taken.

o During the unpaid portion of your leave, your benefits will continue for as long as a payment method for those benefits has been determined.