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

Parental Leave:
- **Week 1 – 8**: as a non-exempt staff member, you are eligible to be paid for the first 8 weeks of your leave using all of your accrued sick time.

- Once your accrued sick time is exhausted, you may be eligible for the Extended Illness Benefit (EIB) which pays you 60% of your base salary.
  - **Extended Illness Benefit***
    - If a continuous illness extends beyond 10 working days, an employee may be eligible for the extended illness benefit. This benefit provides a percentage of salary replacement for regular full and benefits eligible part-time staff who have an extended illness or injury and have exhausted all other sick leave benefits.

    A payment of 60% of regular base pay will be provided, as necessary, up to 24 weeks from the date sick leave and short-term illness protection was exhausted or until the staff member receives approval for Social Security disability benefits or long-term disability benefits whichever occurs first.

    To be eligible you must have been employed in a benefit eligible position for six consecutive months at the University (union employees should refer to their contract) and have furnished a statement from the attending physician (who is not a family member) confirming the extended illness. Illness and/or disabilities that are work related and covered by Workers’ Compensation are excluded from this benefit. A 12-month work interval applies before an employee is eligible for benefits under another extended illness period. This benefit does not apply to intermittent leave.

    During the period of extended illness, vacation, personal, and sick leave will continue to accrue for the first six months of paid leave. However, while receiving the 60% extended illness benefit, your leave will be accrued at a reduced rate of 60 percent. Any leave accrued during an extended illness cannot be used until the employee returns to work.

    *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.

- **Week 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 to be paid during weeks 9-12 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 be eligible to use your 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 a non-exempt staff member, you are eligible to be paid using all of your accrued sick time.
  - Once your accrued sick time is exhausted, you may be eligible for the Extended Illness Benefit (EIB) which pays you 60% of your base salary.

- **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 a non-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.

- **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 a non-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.