FMLA, Disability and Workers’ Compensation

Understanding the benefits and the process

This is intended to be a general description of benefits. Be sure to refer to the CU HR Policy Manual for details http://hr.columbia.edu/policies/hr-manual/time-away-work. Benefits may vary based on employee group.
Types of Leaves

- Family and Medical Leave Act (FMLA)
- Pregnancy-Related Disability
- Non-Occupational Medical Leave
- Worker’s Compensation
Types of Leaves

Family and Medical Leave Act (FMLA)

• Leave due to employee’s own serious health condition or taking care of sick family member
• Time off following the birth or adoption of a child (example: parental care leave)
• 12 weeks of unpaid leave which is concurrent with other leaves (Note: This is inclusive of medical leave, not separate)
• Eligibility requirements apply
• Intermittent leave is available (bonding intermittent requires department approval)

Please refer to the CU HR Policy Manual for details [http://hr.columbia.edu/policies/hr-manual/time-away-work](http://hr.columbia.edu/policies/hr-manual/time-away-work)
Types of Leaves

Pregnancy-Related Disability

(sometimes referred to as maternity leave)

• Pregnancy-related disability is treated like any other non-occupational disability
• FMLA may be applicable (eligibility requirements apply)
• NY State Disability may be available, if applicable
• FMLA and Non-Occupational Medical Leave, if applicable, will run concurrently
• Union Support Staff should check their collective bargaining agreements for information on pregnancy-related leave

Please refer to the CU HR Policy Manual for details  http://hr.columbia.edu/policies/hr-manual/time-away-work
Types of Leaves

Non-Occupational Medical Leave

- Disability benefits due to employee’s non-occupational injury/illness
- New York State Disability provides weekly cash benefit ($170/wk)
- Officers receiving salary continuation or sick time will have their New York State Disability payments remitted to CU
- Union Support Staff should check their collective bargaining agreements for information on sick leave allowances

Please refer to the CU HR Policy Manual for details [http://hr.columbia.edu/policies/hr-manual/time-away-work](http://hr.columbia.edu/policies/hr-manual/time-away-work)
Types of Leaves

Workers’ Compensation

- Illness or accident arising out of and in the course of employment
- Weekly cash benefits are paid by the employer’s insurance carrier
- Full-time officers receive 6 months of salary continuation for this type of leave
- Union Support Staff should check your respective collective bargaining agreement

Please refer to the CU HR Policy Manual for details [http://hr.columbia.edu/policies/hr-manual/time-away-work]
FAMILY AND MEDICAL LEAVE ACT (FMLA)
Family and Medical Leave Act (FMLA)

- Federally mandated leave time
- **12 weeks of unpaid leave** during a rolling 12 month period
- Job-protection, with certain designated benefits
- In certain situations, substitution of paid leave is available as per University policy (i.e.: salary continuation, vacation, sick days)

Please refer to the CU HR Policy Manual for details [http://hr.columbia.edu/policies/hr-manual/time-away-work](http://hr.columbia.edu/policies/hr-manual/time-away-work)
Family and Medical Leave Act (FMLA)

Eligibility Requirements

- Employed by the University for at least 12 months
- Must have worked at least 1,250 hours of service in the preceding 12 months
- The 12 month period during which FMLA is calculated and during which FMLA leave may be taken is based on a rolling 12-month period

Please refer to the CU HR Policy Manual for details  http://hr.columbia.edu/policies/hr-manual/time-away-work
When is it available?

- Employee’s serious health condition
- Care of immediate family member with a serious health condition
- Birth and care of the employee’s newborn child
- Placement for adoption or foster care, within the last 12 months
- Military leave is available

Please refer to the CU HR Policy Manual for details: http://hr.columbia.edu/policies/hr-manual/time-away-work
## FMLA – Process

<table>
<thead>
<tr>
<th>How do I notify the University of my FMLA request?</th>
<th>Employees should notify their manager or Leave Management at (212) 851-7000, <a href="mailto:leavemanagement@columbia.edu">leavemanagement@columbia.edu</a></th>
</tr>
</thead>
</table>
| What paperwork is needed? | For own medical leave use form [FMLA WH-380E](#)  
To care for a family member use form [FMLA WH-380F](#)  
Note: Please also refer to the Non-Occupational Disability and Workers’ Compensation sections of this presentation as you may be eligible for those benefits |
| Where is paperwork sent? | Paperwork may be sent directly to your department; or for confidentiality reasons, you can send to Leave Management:  
Leave Management  
615 W. 131 Street, 4th Floor  
New York, NY 10027  
Fax (212) 851-7069 |
| Who do I contact with questions? | You may contact your department administrator and/or Leave Management at (212) 851-7000, leavemanagement@columbia.edu |

Please refer to the CU HR Policy Manual for details [http://hr.columbia.edu/policies/hr-manual/time-away-work](http://hr.columbia.edu/policies/hr-manual/time-away-work)
NON-OCCUPATIONAL MEDICAL LEAVE
Non-Occupational Medical Leave

- Non-Occupational Medical Leave provides benefits for non-occupational injury or illness
- For those eligible for salary continuation/sick time, benefits begin immediately
- For those only eligible for NY State Disability, benefits begin on the eighth (8th) consecutive day of disability. More information on NY State Disability is on the next slide
- Employees may also be eligible for FMLA leave (eligibility requirements apply) during their disability. Non-Occupational Medical Leave and FMLA are concurrent

Please refer to the CU HR Policy Manual for details [http://hr.columbia.edu/policies/hr-manual/time-away-work](http://hr.columbia.edu/policies/hr-manual/time-away-work)
Non-Occupational Medical Leave

New York State Disability

• Weekly cash benefit ($170/wk) may be available to employees not receiving salary continuation or paid sick days
• Benefits begin on the eighth (8\textsuperscript{th}) consecutive day of disability
• Benefits are paid for maximum of 26 weeks of disability during 52 consecutive weeks
• Officers receive salary continuation
• Officers receiving salary continuation or sick time will have their New York State Disability payments remitted to CU

Please refer to the CU HR Policy Manual for details http://hr.columbia.edu/policies/hr-manual/time-away-work
### Non-Occupational Medical Leave– Process*

<table>
<thead>
<tr>
<th><strong>How do I notify the University of my non-occupational disability?</strong></th>
<th>Employees should notify their manager or Leave Management at (212) 851-7000, <a href="mailto:leavemanagement@columbia.edu">leavemanagement@columbia.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What is the process?</strong></td>
<td>Contact Cigna at (888) 842-4462, 8 a.m.- 8 p.m. EST, Mon to Fri; or Online: <a href="http://www.mycigna.com">www.mycigna.com</a> (no username/password)</td>
</tr>
<tr>
<td></td>
<td>Note: Please refer to the FMLA section of this presentation as you may be eligible for FMLA leave</td>
</tr>
<tr>
<td><strong>Where is paperwork sent?</strong></td>
<td>Paperwork should be sent directly to Cigna.</td>
</tr>
<tr>
<td><strong>Who do I contact with questions?</strong></td>
<td>You may contact Cigna at (888) 842-4462, <a href="http://www.mycigna.com">www.mycigna.com</a> and/or Leave Management at (212) 851-7000, <a href="mailto:leavemanagement@columbia.edu">leavemanagement@columbia.edu</a></td>
</tr>
</tbody>
</table>

*except 1199 union members (excluding 1199 SSA) - please contact your union for information, Officers of Instruction and Research - provide physician’s note in lieu of form, and Maritime employees – contact the Leave Management office.

Please refer to the [CU HR Policy Manual](http://hr.columbia.edu/policies/hr-manual/time-away-work) for details.
WORKERS’ COMPENSATION
Workers’ Compensation

• Insurance that provides cash benefits and/or medical care for workers who are injured or become ill as a direct result of their job

• NY State Law requires all job-related illnesses or accidents MUST be reported by notifying employee’s supervisor or departmental administrator

Please refer to the CU HR Policy Manual for details  http://hr.columbia.edu/policies/hr-manual/time-away-work
Workers’ Compensation

Eligibility

• All employees are covered by the provisions of the NY State Workers’ Compensation Law

Please refer to the CU HR Policy Manual for details  http://hr.columbia.edu/policies/hr-manual/time-away-work
Workers’ Compensation

Benefits

• Weekly cash benefits and medical care are paid by the employer’s insurance carrier
• Full-time officers receive 6 months of salary continuation for sick leave
• Union Support Staff members should refer to their collective bargaining agreements

Please refer to the CU HR Policy Manual for details  http://hr.columbia.edu/policies/hr-manual/time-away-work
Worker’s Compensation – Process

<table>
<thead>
<tr>
<th>What do I do?</th>
<th><strong>Seek Medical Attention if you need immediate help! If this is not an emergency, notify your supervisor and complete an accident report and seek medical help as appropriate</strong></th>
</tr>
</thead>
</table>
| What paperwork is needed?                          | 1. Complete a [Departmental Accident Report Form](#) within 24 hours of the incident. Late reporting may result in a delay in processing a claim.  
2. Provide your supervisor with medical documentation (a doctor’s note) to cover your absence  
Note: Please refer to the FMLA section of this presentation as you may be eligible for FMLA leave |
| Where is paperwork sent?                          | Submit to your supervisor or departmental administrator  
Keep a copy for your records |
| Who do I contact with questions?                  | You may contact Leave Management at (212) 851-7000, [leavemanagement@columbia.edu](mailto:leavemanagement@columbia.edu). If you already have an established claim with Gallagher Basset, Columbia’s Third Party Administrator that handles Worker’s Compensation Claims, call (631) 694-7073 |
| Departmental Administrators Contacts              | (877) 749-1826  
Only departmental administrators or their designees should use this number |

Please refer to the CU HR Policy Manual for details [http://hr.columbia.edu/policies/hr-manual/time-away-work](http://hr.columbia.edu/policies/hr-manual/time-away-work)
Types of Leaves

**FMLA**
- Leave due to employee’s serious health condition or taking care of sick family member
- 12 weeks of unpaid leave
- Eligibility requirements apply
- Intermittent leave

**Non-Occupational Medical Leave**
- Disability benefits due to employee’s non-occupational injury/illness
- Any employee who is out more than 7 days
- Weekly cash benefit ($170/wk)
- Officers receive salary continuation

**Workers’ Compensation**
- Illness or accident arising out of and in course of employment
- Weekly cash benefits are paid by the employer’s insurance carrier
- Full-time officers receive 6 months of salary continuation for sick leave

Reminder! Parental Care Leave benefits are included in FMLA

Reminder! Pregnancy-Related Disability is treated the same as non-occupational medical leave
Leaves: Impact on Medical/Dental/Life Insurance Contributions

- Monthly Medical/Dental Coverage Contributions:
  - Regular ("active") contribution rates continue for 6 months of any type of Leave
    * Consult HR Benefits for questions about other employee contributory benefits (Life Insurance, Optional LTD, FSA, Transit, Parking)
  - **Full** premium rates (Equivalent to the COBRA rate) begin with the 7\textsuperscript{th} month of any Leave, except Long-term Disability (LTD)
  - If approved for LTD, the monthly rates are equal to the third-highest salary tier for the medical plan (& coverage level) under which you are covered
  - If Leave is unpaid or LTD, EBPA issues payment coupons; monthly payments are made directly to EBPA
  - Coverage ends if payment is not received on a timely basis

Please refer to the CU HR Policy Manual for details  [http://hr.columbia.edu/policies/hr-manual/time-away-work](http://hr.columbia.edu/policies/hr-manual/time-away-work)
Contacts for Questions

**FMLA**
Leave Management  
(212) 851-7000  
leavemanagement@columbia.edu  
Fax: (212) 851-7069

**Non-Occupational Medical Leave***
Cigna  
(888) 842-4462, 8 a.m.- 8 p.m. EST, Mon to Fri; or online: www.mycigna.com  
(no username/password)

**Workers’ Compensation**
Gallagher Bassett  
Individual Open Claims:  
(631) 694-7073  
Departmental administrator questions:  
(877) 749-1826

Please refer to the CU HR Policy Manual for details  
http://hr.columbia.edu/policies/hr-manual/time-away-work

**Other Benefit Questions**
Benefits Service Center Team  
(212) 851-7000  
9:00am – 4:00pm Mon through Fri  
hrbenefits@columbia.edu  
Fax: (212) 851-7025  
http://hr.columbia.edu/benefits

*except 1199 union members (excluding 1199 SSA). Please contact your union for information.