

Massachusetts Paid Family and Medical Leave at the College of the Holy Cross Frequently Asked Questions (FAQs)

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Beginning January 1, 2021, a number of new leave benefits provided under the Massachusetts Paid Family Leave (MA PFML) law along with a number of new College-provided benefits intended to supplement MA PFML benefits, will take effect. While these new benefits will bring about many positive changes for the Holy Cross community, we recognize that you and your loved ones may have questions about the upcoming changes to the processes and policies relating to leaves of absence.

Accordingly, we have prepared this FAQ guide for Holy Cross staff members,¹ which seeks to address many of the questions you may have.

Under the MA PFML law, employers are permitted to choose between providing benefits through the state-run program or through a private MA PFML plan. Holy Cross has made the decision to offer a new Private MA PFML Plan and, for benefit-eligible staff, a Supplemental Medical Leave Plan, both of which will be administered by Sun Life Financial.

As always, please contact the Office of Human Resources with situation-specific inquiries.

Massachusetts Paid Family and Medical Leave Act Overview

1. What is Massachusetts Paid Family and Medical Leave (MA PFML)?

On January 1, 2021, the new Massachusetts Paid Family and Medical Leave (MA PFML) law will take effect. As a result, all eligible workers with a work location in Massachusetts will be entitled to certain personal medical leaves, military leaves, and parental leaves:

Personal medical leave may be requested or taken to:

- Care for your own serious illness or injury

Military leave may be requested or taken to:

- Tend to certain needs of family members who are, or were, members of the Armed Forces

Parental leave may be requested or taken to:

- Bond with a new child in your family (newborn, adoption or foster care placement)

On July 1, 2021, other family leave benefits will become available. Family leave may be requested or taken to care for a family member with a serious health condition.

For complete details about eligible leaves, visit <https://www.mass.gov/info-details/paid-family-and-medical-leave-pfml-benefits-guide#eligible-types-of-leave>.

2. Am I eligible for MA PFML?

Generally, MA PFML coverage is available to all employees who work in Massachusetts, whether full-time, part-time, or seasonal. In addition, former employees may be covered by MA PFML under certain circumstances.

3. What is the maximum amount of leave I can take?

The benefit duration depends the type of leave requested and approved:

Type of Leave	Available Beginning	Maximum Duration ⁱⁱ
Medical leave for your own serious health condition	January 1, 2021	20 weeks
Family leave to bond with a new child	January 1, 2021	12 weeks
Family leave arising from a covered service member’s call to active duty	January 1, 2021	12 weeks
Family leave taken to provide care to a family member with a serious health condition suffered while on active duty in the armed forces	January 1, 2021	26 weeks
Family leave to care for a family member ⁱⁱⁱ with a serious health condition	July 1, 2021	12 weeks
Combined family and medical leave maximum (per full-time employee per benefit year ^{iv})		26 weeks

A benefit year is the period of 52 consecutive weeks beginning on the Sunday immediately before your first day of leave.

4. What weekly benefit amount can I expect MA PFML to cover during my requested leave?

The MA PFML benefit is based on your average gross weekly wage when you apply for leave, and the average weekly wage in Massachusetts. This means that for 2021, any part of your own weekly wage that is less than or equal to \$715.83 will be replaced at a rate of 80%, and any part of your average weekly wage that is greater than \$715.83 will be replaced at a rate of 50%, subject to a weekly benefit maximum of \$850. Please note that these calculations are subject to change annually based on the formula set forth by law.

5. What is the difference between MA PFML and FMLA (Family and Medical Leave Act)?

FMLA is a federal law that provides *unpaid*, job-protected leave for similar reasons/circumstances as MA PFML – i.e. family, bonding, and medical leaves. However, there are important differences between the two laws:

	FMLA	MA PFML
Who is eligible?	Employee must have worked with their employer for 12 months , with at least 1,250 hours worked	Generally, all MA employees who meet the eligibility criteria previously described. The amount of benefits for which you can receive under MA PFML is dependent upon your average weekly wage (the maximum total amount a person may receive in MA PFML benefits is \$850 per week.)
For what and for how long can I use benefits?	12 weeks for family and medical leave 26 weeks for leave to care for family member in the military	12 weeks for family leave 20 weeks for your own personal medical leave 12 or 26 for leave to care for family member in the military
Is the benefit paid?	No	Yes
Is my leave job protected?	Yes	Yes
What is the definition of covered family member?	Spouse, child, parent (including any other individual who stood <i>in loco parentis</i> to the employee when the employee was a child)	Spouse, domestic partner , child, parent or parent of a spouse or domestic partner ; a person who stood <i>in loco parentis</i> when you were a minor; or your grandchild, grandparent, or sibling.

Major differences are highlighted **in bold** above. MA PFML will run at the same time as any federal laws (e.g., FMLA) or state laws (e.g., MA Parental Leave Act) if you are eligible.

You can access <https://www.mass.gov/info-details/how-pfml-is-different-than-fmla> for more information, including a helpful video.

6. Do I need to elect and/or enroll in any MA PFML benefits?

No, you do not need to elect or enroll in any type of program to receive MA PFML benefits. As long as you meet the criteria for MA PFML, you will be able to take/request a leave.

7. What if I work in Massachusetts but live out of state?

If you live out of state but normally work in Massachusetts and you have Massachusetts taxes taken out of your paycheck, you are eligible for MA PFML benefits.

If you are an employee who normally works on campus but is currently working in a state other than Massachusetts due to COVID-19-related remote work requirements, you will remain eligible for MA PFML.

8. Who will administer the MA PFML benefits and who is the best point of contact for inquiries?

Holy Cross is outsourcing its administration of MA PFML benefits to Sun Life Financial. Employees must file claims for paid family and medical leave benefits through Sun Life Financial, using any of the following methods:

Telephone: (877) 786-3652 Monday through Friday, 9:30 a.m. to 11:30 p.m. EST
Online portal: www.sunlife-ams.com
Email: absence@sunlife-ams.com
Smartphone App: Sun Life Absence Management Services

9. What parts of the current leave process are staying the same?

The requirement to notify your manager prior to your leave remains in place. You should also continue to be prepared to obtain and submit medical documentation to support your leave request. Additionally, the College's Long-Term Disability (LTD) policy will continue to be administered by Sun Life Financial and will run as-is, with no changes for the 2021 year. This means that if your leave needs to be extended beyond 26 weeks, you may be eligible for LTD benefits – on top of your already requested Supplemental Medical Leave and/or MA PFML leave(s).

10. How can I set myself (and my family) up for a successful MA PFML transition?

Familiarize yourself with the documents provided to you regarding MA PFML (e.g., this FAQ, the pamphlet sent via mail to your home, and all email PFML-related communications from the College). Also, make sure that you have all necessary paperwork readily accessible and/or organized in case you need to request/take a medical, bonding, or family leave on short notice.

11. What is the cost of MA PFML to me as the employee?

Although the state permits employers to share the cost of MA PFML and Supplemental Medical Leave benefits with employees, and we previously communicated that we would begin deductions from your pay in January 2021, we're pleased to share that Holy Cross has decided not to charge employees for these benefits in calendar year 2021.

12. Where can I find more information about MA PFML?

The most complete and current detail about MA PFML is available on the Mass.gov website at www.mass.gov/DFML. You can find a complete Benefits Guide at <https://www.mass.gov/info-details/paid-family-and-medical-leave-pfml-benefits-guide>. However, please note that our Holy Cross benefits may be more generous than what the law requires. Please read these FAQs in full for more information.

New Supplemental Medical Leave Program

13. What are Supplemental Medical Leave benefits?

Along with MA PFML, we are introducing a new Supplemental Medical Leave policy for benefit-eligible staff. These policies will work together to provide benefit-eligible employees with a greater degree of income protection during an extended medical or a child bonding leave.

Effective January 1, 2021, all leaves will be administered by Sun Life, who will coordinate our programs to ensure you receive all benefits for which you qualify.

14. Who is eligible for Supplemental Medical Leave benefits?

Supplemental Medical Leave benefits will be available to benefit-eligible staff.

15. How does the new Supplemental Medical Leave program work?

As indicated, the new MA PFML benefit will replace a portion of your income when taking a personal medical leave. In addition, the College is introducing a new Supplemental Medical Leave Plan for benefit-eligible staff members who remain actively employed. Taken together, MA PFML and the new Supplemental Medical Leave Plan will provide enhanced income protection for benefit-eligible staff members on an extended absence due to a personal health condition.

You must file a claim directly with Sun Life. There is a 7 calendar day waiting period for benefits. During this period, you can use your accrued sick or other accrued leave for pay replacement.

For personal medical leave, beginning with week two, you have the option to use your available sick time OR the combined MA PFML & Supplemental Medical Leave benefits. If approved, your MA PFML and Supplemental Medical Leave benefits will combine to provide:

- 100% base pay replacement for weeks 2-8
- 80% base pay replacement for weeks 9-20
- 60% base pay replacement for weeks 21-26

Changes to Sick Leave Program

16. What is Sick Leave?

Sick Leave is available for medical reasons that require an employee to miss work for a few hours, a day, or a few days.

Beginning January 1, 2021, you can also use your accrued sick time to cover the 7 calendar day elimination period (waiting period) for MA PFML.

17. Is the Sick Leave policy changing?

Yes. Because MA PFML and the new Supplemental Medical Leave plan will now cover paid leave for extended personal medical absences, we are changing our existing Sick Leave policy. The new policy provides all staff members with a guaranteed number of sick leave days each January 1st, meant to cover eligible absences such as occasional illness, doctor’s appointments, and the MA PFML elimination period.

To start, staff members will retain their existing sick leave banks, and unused sick days will be rolled over every January. Staff members will have the option of using sick leave instead of applying for MA PFML and Supplemental Medical Leave. However, given the generous benefits provided by MA PFML and the Supplemental Medical Leave, beginning January 1, 2021, the monthly accrual of sick leave will cease. Instead, on January 1, 2021, your Sick Leave balances on January 1, 2021 will be as follows:

- Full-time staff members will start the year with the greater of your existing balance or 7 days. (For example, if you have a balance of 20 days on December 31, 2020, your beginning balance will be 20 days. If you have a balance of 4 days on December 31, your beginning balance will be 7 days.)
- Part-time staff members will start the year with the greater of your existing balance or 40 hours. (For example, if you have a balance of 60 hours on December 31, 2020, your beginning balance will be 60 hours. If you have a balance of 15 hours on December 31, your beginning balance will be 40 hours.)

Regardless of how much Sick Leave you use throughout the year, you will begin each future January 1 with the same starting Sick Leave balances set forth above.

In addition, at the start of each fiscal year on July 1, all full-time staff members will continue to receive three personal days, to be used at their discretion. Effective July 1, 2021, personal days awarded to salaried employees will no longer be incorporated within their sick leave banks. Please note that unused personal days expire at the end of the fiscal year, may not be taken after notice of termination is given, and are not paid upon termination.

18. Why is my Sick Time changing?

Previously you needed sick leave for both short term and long-term absences due to illness or injury. Beginning in 2021, absences due to your own illness or injury that extend beyond 1 week, will be covered by our MA PFML and Supplemental Medical Leave programs. Given this change, there will not be the same need to accrue large sick leave balances in the future.

As a reminder, you are not losing any sick leave you have already accrued. You will just not accrue any additional sick days until you drop below 7 days. You may use your sick days for occasional sick days, the elimination period for MAPFML/supplemental medical, and/or to get 100% pay replacement for leaves that extend beyond 8 weeks.

19. How does MA PFML and Supplemental Medical Leave compare with current Sick Leave?

Our new MA PFML and Supplemental Medical Leave benefits are designed to provide equal or greater income protection than what you have today—by ensuring you continue to be paid if you take a qualifying leave.

Under the existing Sick Leave policy, benefits accrue over time. This means you may not have an adequate bank of time when needed for long-term medical absences. Our new program provides all staff members with broader income protection. For example:

- You receive the benefit regardless of how long you've been employed. For benefit-eligible staff members, weeks 2-8 of the combined MA PFML/Supplemental Medical Leave benefit provides the equivalent of 35 sick days available during each benefit year—annual income protection that would require multiple years of accrual under existing policies.
- You won't exhaust the benefit if it is used in one year and need it again in a future benefit year.
- You keep the time you have already accrued and, if your accrued sick time falls below 7 days (or 40 hours for part-time employees), it gets replenished each January 1. This sick

time can be used to cover your elimination period (sometimes referred to as a waiting period) for personal medical leave.

20. How can I use my Sick Leave?

You will be able to use your sick leave for any reason permitted by Massachusetts law, including:

- For illness and medical appointments; and
- To cover the first week elimination period (waiting period) for MA PFML.

21. Can my Sick Leave be cashed out upon termination?

Hourly employees remain eligible for a pay-out of a portion of their available sick leave if they retire in good standing at age 55 or greater, with 10 or more years of consecutive full-time service, consistent with the College’s existing policy.

Medical Leave

22. What classifies as a scenario in which I would receive paid medical leave?

You must have a serious health condition to be eligible for a paid medical leave under MA PFML. Under the MA PFML, a serious health condition is an illness, injury, impairment or physical or mental condition that necessitates or requires an absence of more than 7 calendar days for:

- inpatient care in a hospital, hospice, or residential medical facility; or
- continuing treatment by a health care provider.

See <https://www.mass.gov/info-details/paid-family-and-medical-leave-pfml-benefits-guide#what-is-a-serious-health-condition?> for examples.

23. Is there a waiting period to receive my paid medical leave benefits?

Yes, there is a standard 7 calendar day waiting period (also called an elimination period) prior to an employee receiving paid MA PFML benefits. During this waiting period, you can use any accrued sick leave to provide pay replacement. Please keep in mind that since the waiting period is calendar days, not work weekdays, you may only need to take 5 sick days as pay replacement during the waiting period. Note that although there is no additional elimination period for a child bonding leave that immediately follows medical leave for birth recovery, all other family leaves require a 7 calendar day elimination period.

24. What if I would prefer to exhaust my unused paid time off bank as my main form of salary continuation for medical leave, instead of MA PFML?

In addition to during the 7 calendar day waiting period, you can continue to use your accrued sick or other leave for pay replacement during a medical leave. You have the option to use your available sick time *OR* MA PFML & Supplemental Medical Leave benefits—you may not use both at the same time. You are not able to use your accrued sick time to “top off” your leave benefit for weeks 9-26. Please note that if sick time is used in lieu of MA PFML & Supplemental Medical Leave, the time will still count against the MA PFML maximum leave caps.

25. I took a personal medical leave in 2020. Am I eligible for benefits in 2021?

Yes. You are eligible for job protection and paid benefits under MA PFML regardless of leave time used in 2020. The new law is effective January 1, 2021, so no time taken for leave in 2020 will count against your MA PFML entitlement in 2021.

26. Is it possible to take MA PFML personal medical leave on an intermittent basis?

Intermittent leaves for an employee's serious health condition may be requested or taken based on the schedule your physician provided in the medical certification (e.g., flare-ups, scheduled appointments, reduced schedule). In the instance of intermittent leave, the elimination period for benefits will be seven consecutive calendar days, beginning with the first day of intermittent leave, and not the aggregate accumulation of seven days of leave.

Family Leave

27. What types of scenarios would warrant a family leave request?

Under MA PFML, **starting January 1, 2021**, you may be eligible for up to 12 weeks of time off for bonding with a new child or certain situations related to active military service (which may be eligible for up to 26 weeks of leave). Starting **July 1, 2021**, you may be eligible for up to 12 weeks of time off for caring for a sick family member.

Leave for bonding with a child can be taken anytime during the first 12 months after birth, adoption, or foster placement, even if the event occurred in 2020.

28. Can I use FMLA leave and MA PFML leave for the same circumstance/reason?

Yes, you can use both leaves – however, only one (MA PFML) provides paid benefits. FMLA serves as an unpaid job-protected leave.

MA PFML and FMLA will run concurrently with one another when possible and stacking of benefits is not permitted, meaning an employee will not be able to take one leave, exhaust that leave program and then use the other leave program once the first program has been exhausted.

You are not permitted to “top off” your MA PFML family leave benefit with your accrued sick time.

29. Is there a waiting period to receive my paid family medical leave benefits?

Yes, there is a standard 7-day waiting period prior to an employee receiving paid family medical leave benefits.

30. Am I able to utilize my unused paid time off as a form of salary continuation during the 7 calendar day waiting period for my family leave benefits?

You may use your sick leave or other accrued and available paid time off during the 7 calendar day waiting period to receive up to 100% pay.

31. Who would qualify as a family member?

For the purposes of MA PFML family leave, “family member” is defined as the spouse, domestic partner, child, parent, or parent of a spouse or domestic partner of the covered individual; a

person who stood in loco parentis to the covered individual when the covered individual was a minor child; or a grandchild, grandparent or sibling of the covered individual.

A child is a biological, adopted or foster child, a stepchild or legal ward, a child to whom the employee stands *in loco parentis*, or a person to whom the employee stood *in loco parentis* when the person was a minor child.

32. Am I able to take (non-child bonding) family medical leave on an intermittent basis, instead of all at once?

Intermittent leaves for a family member's serious health condition can be requested or taken based on the schedule your family member's physician provided in the medical certification (e.g., flare-ups, scheduled appointments, reduced schedule). In the instance of intermittent leave, the elimination period for benefits will be seven consecutive calendar days, beginning with the first day of intermittent leave, and not the aggregate accumulation of seven days of leave.

33. May child bonding leaves continue past my child(ren)'s first birthday or one-year anniversary of placement?

No. You are only eligible for bonding leave during the first 12 months following the child's arrival. You should plan carefully, so that all your bonding leave is complete by your child's first birthday or the one-year anniversary of their placement. For example, if you begin your leave one week before your child's first birthday, you would only be eligible to take one week of leave.

34. May child bonding leaves be taken on an intermittent basis, instead of all at once?

Intermittent leave for bonding is not permitted. Such leaves must be taken in one consecutive period of up to 12 weeks.

35. How is pregnancy/childbirth defined according to MA PFML?

MA PFML treats the medical component of pregnancy and/or recovery from childbirth separately from child bonding. The medical certification from the treating provider will determine how much leave time is covered by personal medical leave under MA PFML (typically, 6-8 weeks). After such personal medical leave ends you will be eligible to continue using family leave for the bonding benefit in accordance with the College's Parental Leave Policy and MA PFML. There is no waiting period for the child bonding leave when it is used immediately following the medical leave.

36. I took maternity/paternity leave in 2020 – would I still be eligible for additional leave time with the same child in 2021 under MA PFML?

You may be entitled for MA PFML bonding benefits for up to one calendar year after the child's arrival. If you took a leave of absence in 2020 for bonding, you are still entitled to time for bonding under MA PFML since the law was not in effect at that time. However, the Holy Cross Parental benefit will not apply in this situation.

37. What does Massachusetts Parental Leave Act (MPLA) stand for?

MPLA is another Massachusetts law that permits employees who meet certain eligibility criteria to take 8 weeks of unpaid, job-protected leave for the purpose of giving birth or for the

placement of a child under the age of 18 (or under the age of 23 if the child is mentally or physically disabled). Leave under the MPLA will run concurrently with MA PFML.

However, unlike MA PFML:

- MPLA leave applies for each birth. For example, if an employee has twins, they are eligible for 16 weeks of unpaid, job protected leave under MPLA. Under MA PFML, however, the employee would be limited to a maximum period of 12 weeks of paid child bonding leave in a benefit year.
- If two employees of the same employer give birth to or adopt the same child, the two employees are entitled to an aggregate of 8 weeks of leave. However, under MA PFML, each of the two parent-employees would be permitted to take up to 12 weeks of paid child bonding leave in a benefit year.

38. I am expecting twins (or the arrival of multiple children) this year. Will I receive additional leave time for the arrival multiple children under MA PFML?

No. Under MA PFML, the maximum amount of paid leave for bonding is 12 weeks per benefit year. As noted above, however, MA PFML runs concurrently with other parental leave laws and, if eligible, you would receive a total of 16 weeks (for twins) of unpaid leave under MPLA and 12 weeks of unpaid leave under FMLA.

39. My partner and I both work at Holy Cross – will we both be eligible for bonding leave under MA PFML?

Yes. Under MA PFML, both parents can take up to 12 weeks for bonding. You and your partner may choose to take family leave to bond with the child at the same time, or separately.

MA PFML runs concurrent with other laws such as FMLA and MPLA.

40. Who qualifies for bonding leave through MA PFML?

Family leave can be requested or taken by a parent or legal guardian to bond with a child during the first 12 months after the child's birth, adoption, or foster care placement.

41. In which scenarios am I able to request/take family leave relating to active military service?

There are two types of family leave available if you have a family member who is, was, or will be deployed in a foreign country. Beginning January 1, 2021:

You can take up to 26 weeks of family leave per year to care for a family member who is a current member of the Armed Forces, including the National Guard and Reserves, who is:

- Undergoing medical treatment, recuperation, or therapy for a serious health condition that was received or aggravated while they were deployed in a foreign country
- In outpatient status for a serious health condition that was received or aggravated while they were deployed in a foreign country
- On the temporary disability retired list for a serious injury or illness that happened while deployed in a foreign country

- On the temporary disability retired list for a serious injury or illness that existed before the beginning of the member's active duty, and was aggravated by service while deployed in a foreign country

You can take up to 12 weeks of family leave per year to manage any needs that take place immediately after a family member is deployed in a foreign country or has been notified of an upcoming deployment in a foreign country. These needs may include:

- Caring for a deployed family member's child or other family member immediately before their deployment
- Making financial or legal arrangements for deployed family member
- Attending counseling
- Attending military events or ceremonies
- Spending time with a deployed family member during a rest or recuperation period
- Spending time with a family member when they return from deployment
- Making necessary arrangements following the death of a family member who had been deployed

See <https://www.mass.gov/info-details/paid-family-and-medical-leave-pfml-benefits-guide#about-family-leave-for-family-members-who-are-active-service-members> on the MA PFML website for more information.

Leave Process

42. I am on a leave now that will extend into 2021. What should I plan to do as the new MA PFML benefits do not take effect until 1/1/2021?

Due to this new law, employees who are currently on leave may be able to receive additional leave benefits as of January 1, 2020. If you are on a medical or family leave in Q4 2020 and expect it to extend into Q1 2021, please contact Alan Hurley at ahurley@holycross.edu or 508-793-2426 or Erika Fradsham at efradsha@holycross.edu or 508-793-2424 in the Office of Human Resources.

43. I am planning to take/request a leave that will begin after 1/1/2021 – who should I notify and when?

All staff members must submit MA PFML claims directly to Sun Life Financial. You are also required to notify your manager of any planned leaves (including the anticipated start date of the leave, the anticipated length of the leave, the type of leave, and the expected return date) at least 30 days in advance or as soon as possible thereafter. In the coming weeks, we'll provide detailed information to guide you through the process of submitting a claim.

44. Who will pay me during my leave?

If your claim is approved, you will be paid through our Holy Cross payroll. Payments will be subject to federal and state tax withholdings and benefit deductions.

45. How can I calculate my weekly benefit amount under MA PFML?

The weekly benefit amount is calculated as a percentage of your total earnings. The current MA PFML benefits cover up to 80% of your average weekly wage up to \$850 per week, which is

subject to change each year. You can calculate your estimated MA PFML amount here:
<https://calculator.digital.mass.gov/pfml/yourbenefits/>

46. If I call Sun Life to report my leave, do I also have to call my manager or supervisor?

Yes, the first step is always to report a necessary absence to your manager or supervisor. This should be done before calling Sun Life. In fact, Sun Life will ask you if you have called your manager/supervisor as part of the intake call.

47. If I am quarantining due to COVID exposure, should I call Sun Life?

You should always report your absence to your manager or supervisor first and then also call Sun Life. Quarantining due to COVID-19 exposure will not necessarily be a qualifying reason for FMLA or MA PFML leave. While you may not be approved for paid leave through our MA PFML and supplemental medical programs, you may be eligible for pay from Holy Cross. Please contact HR to learn more.

If you ultimately test positive or become sick, you may be eligible for FMLA, MA PFML and supplemental medical benefits. Sun Life will review the provider documentation and approve the claim if appropriate.

Please note: These frequently asked questions are based on our current understanding of MA PFML, its regulations, and Sun Life Financial's administrative processes. Details are subject to change, and we will provide updated information as applicable.

The policies set forth in this FAQ document do not apply to full-time, benefits-eligible faculty with appointments of at least one year whose primary duties are teaching. The leave policies applicable to faculty in such appointments, along with a list of specific faculty positions to which the faculty policies apply, will be set forth in a separate document to be issued shortly. The College, in its sole discretion, will make all final determinations regarding whether an employee is a staff member subject to the policies in this pamphlet or a faculty member subject to the faculty policies to be set forth in a separate document.

ⁱ Please note that the answers to these FAQs generally will not apply to full-time, benefits-eligible faculty with appointments of at least one year whose primary duties are teaching. Leave policies and procedures for such faculty members will be issued separately.

ⁱⁱ MA PFML also permits intermittent leave in certain circumstances. Questions regarding intermittent leave availability should be directed to Human Resources.

ⁱⁱⁱ Under MA PFML, "family member" is defined as the spouse, domestic partner, child, parent or parent of a spouse or domestic partner of the covered individual; a person who stood in loco parentis to the covered individual when the covered individual was a minor child; or a grandchild, grandparent or sibling of the covered individual.

^{iv} Maximum leave durations for part-time employees are pro-rated based on their scheduled work hours.