Welcome!

New Employee Orientation
Family & Medical Leave Act of 1993 (FMLA)

- FMLA leave gives employees the right to take job protected leave
- Employees are eligible for a maximum of 12 weeks of FMLA in any 12 month period
- Wright State University uses the rolling calendar year.
FMLA - Facts

• All WSU employees are eligible to apply for FMLA on their first day of employment

• FMLA, when granted, runs concurrently with all other types of leave (i.e. sick leave, disability leave, worker’s comp, parental leave)

• If there is a possible FMLA qualifying event, the FMLA leave process begins immediately

• FMLA can be used intermittently or continuously
FMLA - Qualifying Events

- An overnight hospital stay
- The birth of a child or placement of a child for adoption or foster care
- The employee’s own serious health condition
- The care of an immediate family member due to a serious health condition
FMLA - The Process

The employee or the employee’s representative contacts the employee’s supervisor or the Human Resources Department, Leave and Disability Coordinator.

The Leave and Disability Coordinator sends an FMLA packet to the employee’s home address.

Once packet has submitted by the employee, the Coordinator determines whether or not the leave qualifies, notification of the decision is sent to the employee.

The supervisor and/or employee forwards all FMLA usage to the Coordinator and the Coordinator tracks time used/remaining.

The Coordinator informs the supervisor when the employee has been released to return to work from a continuous leave for their own serious health condition.
Parental Leave

Parental Leave is paid leave available for eligible staff for the birth of a child and/or adoption of child under the age of 6.
Full time and employed with WSU for at least 1 year prior to the date the leave is to commence.

<table>
<thead>
<tr>
<th>Eligible Employee</th>
<th>Amount of Paid Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mother</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Father</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Adoptive Parents</td>
<td>3 weeks</td>
</tr>
</tbody>
</table>

Leave begins on the actual date of birth or date the child is placed with the adoptive parents and runs consecutively for the specified time period.

Leave cannot be extended or begin at a later time.
24-Hour Lactation Rooms

Wright State University is proud to support new mothers and their families.

Three lactation rooms are available on campus for students, faculty, staff and visitors to WSU, and additional rooms are under development.

These family-friendly rooms provide a quiet, private place for moms to nurse or express milk.
24-Hour Lactation Rooms

Visit the Women’s Center in 148 Millett Hall during business hours for key code access.

051 Biological Sciences
• Chairs, table, refrigerator, resources, and outlets

110 Oelman Hall
• Chair, table, resources, and outlets.

118 Allyn Hall (Temporary)
• Chairs, table, refrigerator, resources, and outlets
Adoption Assistance

• Adoption Assistance is available to full time employees for the adoption of a child under the age of 18

• **Employee may receive up to $4,000 per child per family**

• Please visit the HR website for more information:
  [http://www.wright.edu/hr/AdoptionAssistance](http://www.wright.edu/hr/AdoptionAssistance)
Short-Term Disability - Overview

- Pays you 60% of your covered earnings (max of $2,310 weekly)

- Covered earnings means your regular wage/salary (does not include overtime, overloads, bonuses and/or awards)

- Benefit amount will be reduced by other income benefits paid to you (i.e., social security benefits, etc.)
Short-Term Disability - Overview

- Benefits are paid after the later of:
  - 14 calendar days after disability begins **OR**
  - All your sick leave is exhausted

- Benefits are non-taxable

- Benefits are paid for up to 26 weeks from date of disability

- **Guaranteed approval** if you enroll within 30 days of hire date
### Short-Term Disability - Cost

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Cost per $100</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-54</td>
<td>.39</td>
</tr>
<tr>
<td>55-59</td>
<td>.42</td>
</tr>
<tr>
<td>60-64</td>
<td>.53</td>
</tr>
<tr>
<td>65-69</td>
<td>.62</td>
</tr>
<tr>
<td>70+</td>
<td>.68</td>
</tr>
</tbody>
</table>

**Example: Age 30 & Annual Salary $30,000**

<table>
<thead>
<tr>
<th>Step</th>
<th>Calculation</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Salary Divided by 100</td>
<td>$30,000 / 100 =</td>
<td>$300</td>
</tr>
<tr>
<td>Rate from Age Group (Age 30)</td>
<td>.39 x $300</td>
<td>$117</td>
</tr>
<tr>
<td>Divide by 12</td>
<td>$117 / 12 =</td>
<td>$9.75</td>
</tr>
</tbody>
</table>

**Total Monthly Premium**

* $9.75
**Long-Term Disability - Overview**

**LTD coverage is provided to full time employees**
- You must be unable to work for at least 6 months to be eligible for LTD
- Pays you 60% of your covered earnings - less other income benefits

**OPERS and STRS offer Disability benefits**
- OPERS - At least 5 years of Ohio service credit
- STRS - At least 10 years of Ohio service credit
- Benefits determined on service credit years
- Physician must certify you are unable to work for a period of at least one year.
- Benefits are retroactive to the first of month after employee is no longer in an active pay status