

# Frequently Asked Questions (FAQ)

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## Family Medical Leave (FMLA)

**Question:** **Who is eligible for Family Medical Leave benefits?**

**Answer:** Employees must meet all of the following conditions:

- A minimum of one (1) year or 52 weeks worked (weeks do not have to be consecutive)
- Have worked at least 1,250 hours during the 12 month period immediately before the leave start date

If eligible, employees can receive up to 12 work weeks of unpaid leave per rolling calendar year or 26 work weeks of leave during a single 12-month period.

**Question:** **What types of leave are covered under Family Medical Leave?**

**Answer:** The following reasons qualify as a leave under Family Medical Leave:

- **Newborn Child Care** - care for a newborn until the child reaches one (1) year of age
- **Child Placement** - Placement of a child for adoption or foster care with an employee (within 12 months of placement)
- **Serious Health Condition (Family Member)** - To care for a family member with a serious health condition (as defined by FLMA requirements)
- **Serious Health Condition (Employee)** - A serious health condition that prevents an employee from performing the essential functions of their job
- **Military Exigency** -
  - Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty
  - To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member (military caregiver leave).

**Question:** **Is there an employee cost for Family Medical Leave benefits?**

**Answer:** No, employees do not pay a premium for this benefit

**Question:** **Is there a waiting period before an employee is eligible to receive Family Medical Leave benefits?**

**Answer:** No, all employees are eligible once they have met the eligibility threshold.

- Question:** **Do Family Medical Leave benefits include a level of income replacement?**  
**Answer:** No. However, in the event that an employee requests Family Medical Leave, their request will be evaluated to determine eligibility for other paid leaves that may run concurrently.
- Question:** **Does Family Medical Leave run concurrently with other types of leave?**  
**Answer:** It may. Employees should contact Lincoln Financial or the Leave Administration Department for clarification.
- Question:** **Can PTO and/or vacation time be used to supplement any Family Medical Leave benefits received?**  
**Answer:** Yes, as long as the use of accrued time during a leave does not exceed an employee's regularly scheduled hours.
- Question:** **How much notice is required before taking Family Medical Leave?**  
**Answer:** If the requested leave is foreseeable, then 30-days' advanced notice is required. If the requested leave is not foreseeable, then notice is required as soon as is possible and practical.
- Question:** **Is Family Medical Leave a job protected benefit?**  
**Answer:** Yes, an employee's position is generally protected while on Family Medical Leave.
- Question:** **What happens to any benefit premium deductions during a Family Medical Leave?**  
**Answer:** Rochester Regional Health will continue benefit coverage during a leave period at the same level and under the same conditions as if an employee had continued to work. However, because Family Medical Leave is unpaid, any unpaid premium balances will be deducted from an employee's paycheck upon their return to work. Upon request, employees can make payment arrangements for outstanding benefit deductions with the Leave Administration Department while out on Family Medical Leave.
- Question:** **How does an employee apply for Family Medical Leave?**  
**Answer:** To submit a claim, employees must contact Lincoln Financial directly at **1-888-778-9217** or apply online at [www.mylibertyconnection.com](http://www.mylibertyconnection.com), company code **RRHLIBERTY**. Employees must provide at least 30 days' notice to Lincoln Financial prior to their anticipated leave start date.
- Question:** **How does an employee return to work once their Family Medical Leave has ended?**  
**Answer:** If returning from a leave to care for a family member, employees should contact the Leave Administration Department. If returning from a leave of more than 3 days for one's own serious illness or injury, the employee's provider as well as Employee Health Services must medically clear an employee before they are able to return to work. To schedule an appointment, please contact Employee Health Services at:

- Rochester General Hospital: 585-922-4076
- Unity Hospital: 585-723-7880
- Newark-Wayne Community Hospital: 315-332-2423
- Clifton Spring Hospital and Clinic: 315-462-6636
- Hill Haven Living and Nursing Rehabilitation: 585-922-2280

## Questions?

For more information, the following resources below are available:

Affiliate	Resources
RGHS, UHS, Clifton Springs, Newark Wayne	Lincoln Financial: 1-888-778-9217 HR Leave Administration Team: 585-922-1100 option 5 Email: <a href="mailto:LeaveAdmin@RochesterRegional.org">LeaveAdmin@RochesterRegional.org</a> Policy: <a href="#">HRBEN 06</a>

**PLEASE NOTE:** This document is intended to be informational only. Please refer to policy and/or plan documents, as appropriate, or follow up with the Leave Administration Department for more information.