Maternity Leave (STD, FMLA, PFL) Quick Reference

Congratulations on the upcoming birth of your baby!  This is a “quick reference” to assist you in a smooth transition from maternity leave (STD) to time off to bond with your new baby.

STD (Short-term Disability)

- When your doctor determines you are no longer able to work, call Hartford Disability at 1-866-548-3101, to open a Short-Term Disability claim. Don’t call “too early”, maybe two (2) weeks prior to your due date. Please note: STD is paid on your regular pay cycle through the University (not through Hartford).
- When you deliver your baby, call Hartford again and give them the “actual” delivery date
- Be sure your physician provides Hartford (NOT Leave Admin or your department) with updated medical information by completing the Attending Physician Statement provided by Hartford.

FMLA (Family Medical Leave Act)

- FMLA is for a maximum of 12 weeks in a rolling 52 week period.
- In order to be eligible for FMLA, you must have worked for the University for 12 months and worked at least 1250 hours in the immediate 12 months prior to the start of your disability.
- If you are eligible, FMLA will automatically run concurrently with your Short-Term Disability. There is no paperwork for you to complete.

PFL (Paid Family Leave)

Once your period of disability ends, if you wish to stay out longer to bond with your new baby, you may be eligible for up to ten (10) weeks of bonding time under the NYS Paid Family Leave (PFL).

- The STD team at Hartford will discuss PFL with you when on STD so that the transition would be seamless. They will explain the process and what, if any, documentation is needed.
- **Step 1** – Be sure to communicate with Hartford and your supervisor on your intentions to remain out of work once your STD ends to begin your PFL bonding time.
- Hartford will request employer information from Leave Administration which will be provided to Hartford within 3 business days.
- **Step 2** - Be sure you have provided Hartford with the dates you wish to bond. Hartford will process your PFL claim and payments will be received from Hartford for any PFL time.
- Also, if you are eligible for FMLA, it will automatically run concurrently with PFL when bonding is taken in a “block of time”. There is no FMLA paperwork to complete.
- Intermittent bonding is covered under PFL. Intermittent bonding is not covered under FMLA.

For STD questions, please call Donna at (585) 273-5238 or Dawn at (585) 276-5134; for FMLA questions, please call Margaret at (585) 275-5250; for PFL questions, please call Lori at (585) 276-5132

Again, Congratulations!