



## **Human Resources**

# **Family Leave Insurance (Compensation Only / Not Leave Entitlement under FMLA or NJFLA)**

Revised 7/2020



## Family Leave Insurance FLI

**REVISED:** Beginning July 1, 2020, New Jersey law approved to provide up to twelve (12) weeks of Family Leave Insurance benefits. Benefits are payable to cover employees from either the New Jersey State Plan or an approved employer private plan. For more information visit:

<http://lwd.state.nj.us/labor/fli/fliindex.html>

### Purpose of FLI

- Bond with a child
- Care of a Family Member

### Care of a Family Member

- Benefits are payable for care of a family member with a serious health condition supported by a certification from a health care provider.
- Claims may be filed for twelve (12) consecutive weeks, intermittent weeks or 42 intermittent days. (Intermittent time under FLI needs to be approved by HR.)

### Family Member

- Child (biological, adopted, foster, stepchild, legal ward of a covered individual, child of a domestic/ civil union partner who is less than 19 years of age and incapable of self-care).
- Spouse
- Domestic/ Civil Union partner
- Parent ( biological, foster adoptive, stepparent or legal guardian)

### Bonding with a Child

- Benefits are payable for bonding with a newborn or newly adopted child during the first 12 months after the birth or adoption.
- Claims must be for continuous period greater than seven (7) days.
- Non-consecutive periods greater than seven (7) days if permitted by employer.

### General Information

- Signed into law May 2, 2008.
- Employee contributions started January 1, 2009 through payroll tax deductions.
- July 1, 2009 - claims can be filed under FLI.

### Wage Requirement

Claimant must have:

- Been employed for at least 20 calendar weeks in New Jersey
- Earned \$143 or more or \$7,200 in 52 weeks immediately prior to the week in which the family leave claim begins.

### Benefit Duration and Amount

- Claimant can receive a maximum of twelve (12) weeks of Family Leave Insurance in a 12-month period.
- Two-thirds 2/3 of average weekly wage up to a maximum of \$ 881.00

### Leave Entitlements and Procedures

#### **FLI is not covered under FMLA**

If approved under FMLA (**medically related**) the leave falls under FMLA guidelines.

IF approved as Personal Leave (**not medically related / nor medical documentation is provided**) the leave falls under Personal LOA and the employee is responsible to pay full monthly premium of benefits if he/she keeps benefits active. Personal LOA guidelines are followed.

**Anniversary Date (If any) while only leave without-pay**

The anniversary date is moved for every day the employee is out of leave without-pay.

**Employee Responsibilities**

- Provide 30 days advance notice when the need for leave is foreseeable. When 30 days is not possible, the employee must provide notice as soon as practicable.
- Notify immediate supervisor of impending leave request within 24 hours of notification to HR.
- Provide a completed medical certification to the Benefit's Office within 15 calendar days from the date physician signed form.
- Provide periodic medical updates including date of intent to return to work. Provide Fitness for Duty Certification to return to work. If the certification is not timely received, the employee's return to work may be delayed.
- For Intermittent leave, the employee is required to present to HR actual days he/she might be out while under doctor's care.

**Human Resources Responsibilities**

- Provide employee with a leave of absence packet (including: HR Consultation form, leave balances, leave request form and medical certification form).
- Review and notify employee of their rights and responsibilities.
- Review documentation for approval.
- Notify immediate supervisor of approved or disapproved LOA request.
- Maintain communication with employee on an as needed basis.
- Provide ongoing communication to supervisor about status of leave and how leave time balances are to be applied.
- Notify Data Processing Unit regarding time line of in pay-status and without pay status.

**Supervisor Responsibilities**

- Notify the Human Resources Office when an employee's sick time exceeds five (5) consecutive days.
- Redirect any employee attempting to present a medical document to the Benefits Unit. Such documents are protected under confidentiality and may not be provided to anyone other than the Human Resources Office. Sharing any information contained in these documents is a violation of the right to privacy of the employee which is protected by law.

All inquiries should be made to the Human Resources Department / Benefits Unit at (201) 200-2335. HR is located Hepburn Hall 105.