

## Employee Non - Birth Parent Fact Sheet: When You Are Expecting a Child

Congratulations! Whether you're expecting your first child or you are already a parent, this is an exciting time for you.

This Fact Sheet provides a brief description of the benefits for regular full-time employees which are applicable during this time; please see the more detailed descriptions on the HR website (which are linked below) for more information. Each of the benefits provides job protection when the absence has been approved. A separate Fact Sheet is available for birth parents.

**Please note that there are eligibility rules for the benefits described below; this information assumes you are eligible for all of the following benefits, so you should confirm this for each benefit:**

- Federal Family and Medical Leave Act (FMLA)
- New York State Paid Family Leave (NYS PFL)
- RIT's New Parent Leave (NPL)

**Additionally, please note that if you are on a continuous leave during an RIT holiday, you will not receive holiday pay. Pay will be applicable to the leave type you are using (NYS PFL, NPL, etc.)**

[New York State Paid Family Leave](#) – The amount and duration of your benefit is based on the date your NYS PFL begins. For leaves that begin on or after January 1, 2022, the New York State Paid Family Leave (NYS PFL) benefit provides a maximum of 12 weeks of leave to bond with a child within the first 12 months after birth. Bonding time may include pre-adoption or fostering absences if they are required for the adoption or fostering to proceed. The 2022 benefit is 67% of pay, up to the New York Average Weekly Wage (NYAWW). In 2022, the NYAWW is \$1,594.57, so the maximum weekly benefit is \$1,068.36. If the first day of your NYS PFL leave occurred in 2021, your benefit would be based on the 2021 benefit; please refer to the [2021 NYS PFL information](#) on the HR website.

Prudential pays you directly for your NYS PFL benefits. The Prudential benefit is paid on a bi-weekly schedule and has a different schedule than the RIT payrolls. You have the option of receiving a paper check or signing up for direct deposit with Prudential. You may also choose to have State and Federal taxes withheld from your Prudential payments. For income tax purposes, you will receive a W-2 form from Prudential by January 31 after the calendar year in which you received NYS PFL payments.

NYS PFL must be taken in full day increments, and can be taken intermittently or in a single block of time. You have one year from the birth, adoption or fostering to use NYS PFL bonding time.

If an employee uses NYS PFL intermittently such that three months or more elapse between requested dates, Prudential may consider the next requested date to be a new claim. If this occurs, your benefit will be reassessed, and you may need to recertify your need for leave with Prudential.

[RIT's New Parent Leave](#) – Assuming you meet the eligibility requirements, you may take advantage of RIT's New Parent Leave to supplement the amount of the benefit paid under NYS PFL. RIT's New Parent Leave cannot be taken separately, unless you are not eligible because you do not meet the requirement of working in New York State. New Parent Leave applies to the birth, adoption or fostering of children under 12 months of age. RIT will pay you the New Parent Leave supplement through the regular payroll cycle.

New Parent Leave offers two pay supplement options – Primary Caregiver (four weeks of pay supplement) and Secondary Caregiver (two weeks of pay supplement). If your spouse or domestic partner also works at RIT, both employees cannot claim Primary Caregiver during simultaneous bonding leave for the same child.

[Federal Family and Medical Leave](#) – Federal FMLA provides unpaid time for bonding with a child. Bonding time may include pre-adoption or fostering absences if they are required for the adoption or fostering to proceed. The FMLA leave will run concurrent with the NYS PFL and RIT's New Parent Leave.

[Vacation](#) – You can use your remaining fiscal year vacation to supplement the amount of benefit you receive under FMLA and/or NYS PFL. If you wish to use vacation at another time, not in conjunction with NYS PFL, you must have your supervisor's approval in advance. If your leave crosses fiscal years (i.e., you are out of work before July 1), you are not eligible to use the new fiscal year's vacation until after you have returned to work. RIT will pay you for any vacation supplement through the regular payroll.

#### How the Benefits Work Together For You

The following chart is designed to help you understand how the benefits work together. This chart is an example which assumes a typical, uncomplicated case: that you have used no FMLA during the past 12 months and that there have been no post-delivery, fostering or adoption medical complications that may change the facts of your claim. It also assumes that you wish to take your bonding leave in a block of time, and that your first day of PFL is after January 1, 2022, so you are eligible for the 2022 NYS PFL benefit. If any of those assumptions are not accurate for your situation, the following information will not apply and you should discuss your particulars with a benefits specialist in Human Resources.

#### **FMLA, NYS PFL and New Parent Leave -- Primary Caregiver**

<b>Weeks</b>	<b>Type of Benefit</b>	<b>Pay Replacement</b>
Weeks 1-4	New York State Paid Family Leave	<b>NYS PFL:</b> 67% of pay, up to NYAWW* ( <i>paid by Prudential</i> )
	<b>plus</b> RIT New Parent Leave	<b>RIT NPL:</b> Calculated to supplement to full base pay. Amount dependent on benefit paid by Prudential. ( <i>paid by RIT</i> )
Weeks 5-12	New York State Paid Family Leave	67% of pay, up to NYAWW* ( <i>paid by Prudential</i> ); Can use currently available Sick Leave, Vacation or Grandfathered Sick Time to supplement back to base pay ( <i>paid by RIT</i> ).

#### **FMLA, NYS PFL and New Parent Leave -- Secondary Caregiver**

<b>Weeks</b>	<b>Type of Benefit</b>	<b>Pay Replacement</b>
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Weeks 1-2	New York State Paid Family Leave	<b>NYS PFL:</b> 67% of pay, up to NYAWW* ( <i>paid by Prudential</i> )
	<b>plus</b> RIT New Parent Leave	<b>RIT NPL:</b> Calculated to supplement to full base pay. Amount dependent on benefit paid by Prudential. ( <i>paid by RIT</i> )
Weeks 3-12	New York State Paid Family Leave	67% of pay, up to NYAWW* ( <i>paid by Prudential</i> ); Can use currently available Sick Leave, Vacation or Grandfathered Sick Time to supplement back to base pay ( <i>paid by RIT</i> ).

Reporting Your Absence

Please be sure to inform your direct supervisor about your upcoming plans for absence. You should **contact Prudential 30 days before your child’s due date, adoption or fostering** to get the Paid Family Leave claim started; this will make it easier for you after the birth of the baby or the start of adoption/fostering proceedings.

Contact Prudential at their toll-free phone number (1-877-908-4778/V) to report your absence. Once you have started your claim, you can check on your claim by logging in to their secure website at [www.prudential.com/mybenefits](http://www.prudential.com/mybenefits) and click on the “Register Here” button. You can follow the instructions to set up your user ID and password. We recommend you first report your leave by telephone; updates to your claim may be easily reported by telephone or through Prudential’s secure website.

Information You Will be Asked to Provide When You Call Prudential

- Employer Name
- RIT Control Number – 50757
- Employee Number (your Oracle Employee Number (up to 6 digits long); for nonexempt employees it is the Kronos badge number)
- Reason for your Absence
- First day absent
- Work Schedule
- Name, fax, and telephone number of the treating physician

Employees who fail to contact their supervisor will be considered to be on unauthorized leave. If the unauthorized leave continues for three working days, disciplinary action may be taken.

RIT Health Insurance and Other Benefits

- Any benefits you are enrolled in will continue while you are absent on New York State Paid Family Leave, RIT’s New Parent Leave and Federal Family and Medical Leave. Benefits deductions are not taken out of the NYS PFL payments by Prudential. If you receive supplemental pay as described above, there will be deductions for your various RIT benefits. If the supplemental pay is too small to take the benefits deductions, or if you do not receive supplemental pay, you will have “catch up” deductions taken from future pay until all missed deductions are caught up.

Adoption Assistance

- All regular full-time and part-time employees who are scheduled to work 750 or more hours per year become eligible for the Adoption Assistance Program upon employment. Employees will be

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reimbursed for up to \$2,000 for eligible expenses incurred in the placement and adoption of a child. Refer to the [Adoption Assistance Program](#) summary on the HR website for details. To request reimbursement for adoption expenses, please complete a Service Request found on the [RIT Service Center portal](#).

After the birth, adoption or when you begin fostering of your child, you will be able to make benefits changes as explained below by completing [Service Request](#) found on the [RIT Service Center portal](#). There are IRS rules governing changes you can make to your benefits when you have a mid-year status change. Having a baby or adopting a child is considered a qualifying event to make changes in your benefits. You can make the following changes to your benefits **within 31 days following the baby's birth or adoption**:

- Add child to your medical, dental, and/or vision coverage. You can change medical plans but you cannot change dental plans.
  - You will need to provide Human Resources a copy of the baby's birth certificate after you receive it for proof of eligibility.
- Cancel medical, dental, and/or vision coverage if enrolling in your spouse's plan.
- Consider enrolling in or increasing your Supplemental and/or Spouse Life Insurance (evidence of insurability required) and/or Supplemental and/or Spouse Accidental Death and Dismemberment Insurance.
- Consider enrolling in Child Life and/or Child Accidental Death and Dismemberment Insurance.
- Consider enrolling in or increasing your Beneflex election (Health Care and/or Dependent Day Care Spending Account).
  - You can delay enrollment in the Dependent Day Care Spending Account to within 31 days of the baby first going to day care.
- Review (and update, if necessary) your life insurance and retirement plan beneficiary designations.
  - For your RIT life insurance, make updates directly with Prudential; refer to the instructions found [here](#).
  - For your RIT Retirement Savings Plan, you will find information on updating your beneficiary designation on the HR website [here](#). If you have retirement savings at both Fidelity and TIAA, you should review and update beneficiaries at both organizations; they are separate designations.

*The information in this document is a summary of the benefits as they currently exist. If there is any confusion or conflict regarding plan features, the plan document/contract will be the final authority. RIT reserves the right to change, modify, discontinue, or terminate benefits at any time for any reason.*