

## **Expecting Parents FAQ**

### **Leave of Absence**

#### **Is FMLA/CFRA/PDL paid leave?**

- FMLA/CFRA, and Pregnancy Disability Leave are all unpaid job protected leaves.

#### **How do I request a leave and contact Sedgwick to file a leave?**

- Discuss your need for a leave of absence or an accommodation with your manager/supervisor at least 30 days in advance or as soon as possible. Then contact the UCI Leave Center, managed by Sedgwick at 855-922-2152 or you may file for a leave online by accessing the Sedgwick online portal [hr.uci.edu/sedgwick](https://hr.uci.edu/sedgwick). Both options are available 24/7.

#### **Who is Sedgwick?**

- UCI partners with Sedgwick in managing leave of absences protected under the Family Medical Leave Act (FMLA), the State of California (CFRA/PDLL), leaves offered by the University of California and Accommodation needs.

#### **What types of documentation should be submitted for Sedgwick to review the leave?**

- Medical Certification form or Health Care Provider form
- Accommodation Request: Accommodation Substantiation Form

#### **What benefits will I be responsible for while on unpaid status?**

- Employees are responsible for their portion of their benefit premiums while under Pregnancy Disability Leave, FMLA, and CFRA.
- If the leave is for their own medical condition, then full benefit premiums on top of vision and dental begin after 6 months of leave.
- If the leave is to care for a family member and FMLA/CFRA exhausts, then full premiums on top of vision and dental if the leave is unpaid.

#### **If we don't have sick hours, can we use vacation?**

- Yes, depending on the type of approved leave and applicable collective bargaining agreement.

#### **Can I enter in my education hours during my leave?**

- Educational hours are considered hours worked, thus employees should not be completing educational training/certifications or entering education hours into API during their leave. We ask that you take your training/certifications either before your leave starts or after you return to work.

#### **Are employees paid any holidays during leave?**

- You are only paid the holiday if you are on pay status. If you are off pay status with UCI and receiving disability from Lincoln Financial, you will not receive the holiday pay.

**Can holidays be comp'd while on leave?**

- Employees are not allowed to comp their holidays while on a leave of absence.

**Who is responsible for entering hours into the time keeping system?**

- Campus and COHS: Employee is responsible for updating their time keeping system.
  - This does not include API users on Paid Family Care & Bonding leave.
- Health: The Leaves Payroll Coordinator will enter all time in API for continuous leave of absences.

**Are UC retirement contributions paid out with benefits?**

- UC retirement contributions stop when you are no longer being paid by UCI and receiving disability from Lincoln Financial

**Can the birthing parent take the NX Child Caring Leave entitlement in increments?**

- No, the NX Child Caring Leave entitlement must be taken in its entirety after the child's date of birth. Any remaining Child Caring leave will be relinquished upon return.

**Who do employees contact for questions on pay and UC benefits, while on leave?**

- Please contact the EEC 949-824-0500 to find out who your UCI Leaves Analyst is.

## **CA State Disability & EDD**

**Did you know that University of California does not participate in State Disability?**

- UCI opts out of participation with State Disability and instead we offer disability plans through a 3<sup>rd</sup> party administrator, Lincoln Financial Group (LFG). New employees can enroll in these disability plans within 31 days of hire or they have the option to add or increase coverage anytime with a completed Evidence of Insurability and LFG approval, see more information below.

**Can I apply for state disability and Lincoln Financial?**

- State Disability: Employees can apply for EDD if they have been employed with UC for less than 18 months.
- Lincoln Financial: Employees can apply for short term disability within 30 days of the start of their leave.

## Disability Programs: Voluntary and Basic

### Who is Lincoln Financial Group?

- Report your claim via [www.mylincolnportal.com](http://www.mylincolnportal.com). First time users register by clicking on the “New User?” link next to the log in button on the top right-hand section of the page. You should use the Company Code University when setting up access to this site.

### What is the difference between a disability claim and a leave of absence?

- Disability provides replacement income at a percentage of your base wages while you are temporarily disabled due to your own serious health condition and unable to work. A leave of absence provides job protection and continuation of benefits while off of work either through FMLA, CFRA or if not eligible, through a UC policy or collective bargaining agreement. FMLA is a federal entitlement of unpaid job protection to care for yourself or a family member due to a serious health condition. FMLA can be taken continuously or intermittently.

### What is the difference between the Basic and Voluntary-Short-Term Disability Plans through Lincoln Financial Group?

- Basic Disability is a benefit paid by UCI for Career employees working at least 50% FTE. The basic plan pays 55% of your salary with a maximum payout of \$800/month.
- Voluntary-Short-Term Disability requires a monthly premium (based on age and salary band) paid by the employee. VSTD pays 60% of your salary, up to \$15,000 per month.

### If we don't have enough sick or PTO for the two weeks what happens? Can we apply for disability 14 days prior to the date I want to go on leave?

- Both Basic and Voluntary Short Term Disability requires a 14-day waiting period before disability benefits begin.
- You can apply for our Catastrophic Leave program to see if you're eligible and if they have donated hours in the pool to receive pay for a portion of the 14-day waiting period.
- A leave of absence approves your time off work while being protected by FMLA, CFRA or if not eligible, through a UC policy or collective bargaining agreement. FMLA is a Federal entitlement of unpaid job protection to care for yourself or a family member due to a serious health condition. FMLA can be taken continuously or intermittently.

### For someone who has voluntary short-term disability plan, how does that work with the basic short-term disability plan? is it combinable or not?

- It is not combinable. Essentially if you are benefits eligible, you are automatically enrolled in Basic Disability. Employees then pay for Voluntary Short-Term Disability coverage and if you are enrolled in Voluntary Short-Term Disability, then Lincoln Financial will get you to 60% of your eligible earnings. To be clear, you would NOT get the 55% from Basic Disability and then 60% from Voluntary Short-Term Disability to get 115%.

### Can I enroll in voluntary short-term and/or long-term disability?

- After your Period of Initial Eligibility (PIE), enrollment in voluntary short term and long-term disability is only possible with approval from the plan vendor, Lincoln Financial. This requires [submitting an Evidence of Insurability application](#), which includes a Statement of Health.
  - Additional Information:
  - [How to Enroll in Voluntary Short-Term Disability and/or Voluntary Long-Term Disability](#)
- Employees can change their disability election throughout the year, however, please note an Evidence of Insurability form must be completed to elect the Voluntary Disability Plans.

- After submitting the Evidence of Insurability, Lincoln Financial Group will either accept or deny your request to enroll. Enrollment is not guaranteed after submission.

## **Accommodation**

### **Who do I contact if I require a reasonable accommodation?**

- For assistance with an accommodation need, notify your manager and then contact Sedgwick at 855-922-2152 to submit a request and documentation.