

Brandeis University Notice to Employees Rights and Obligations under the Massachusetts Family and Medical Leave Law, M.G.L. c. 175M

Brandeis University <i>(Employer Name)</i>
415 South Street <i>(Employer Street Address)</i>
Waltham, MA 02453-2728 <i>(Employer City, State, Zip)</i>
04-2103552 <i>(Employer's ID Number)</i>

Explanation of Benefits

- **Beginning January 1, 2021**, you may be entitled to up to
 - 12 weeks of paid family leave in a benefit year for the birth, adoption, or foster care placement of a child, or because of a qualifying exigency arising out of the fact that a family member is on active duty or has been notified of an impending call to active duty in the Armed Forces;
 - 20 weeks of paid medical leave in a benefit year if they have a serious health condition that incapacitates them from work
 - 26 weeks of paid family leave in a benefit year to care for a family member who is a covered service member undergoing medical treatment or otherwise addressing consequences of a serious health condition relating to the family member's military service.
- **Beginning July 1, 2021**, you may be entitled to up to
 - 12 weeks of paid family leave in a benefit year to care for a family member with a serious health condition.
 - 26 total weeks, in the aggregate, of paid family and medical leave in a single benefit year.
- **Your weekly benefit amount** will be based on the employee's earnings, with a maximum benefit of \$850 per week.
- **Note:** Regular, benefits-eligible employees may also be eligible for other paid leave programs offered by the University such as Short Term Illness (STI) and Extended Illness Benefits (EIB). These programs shall provide benefits concurrently with paid family and medical leave.

Job Protection, Continuation of Health Insurance, No Retaliation

- **Job Protection:** Generally, if you take family or medical leave under the law you must be restored to your previous position or to an equivalent position, with the same status, pay, employment benefits, length-of-service credit and seniority as of the date of leave.
- **Continuation of Health Insurance:** Your employer must continue to provide for and contribute to your employment-related health insurance benefits, if any, at the level and under the conditions coverage would have been provided if you had continued working continuously for the duration of such leave.
- **No Retaliation:** It is unlawful for any employer to discriminate or retaliate against you for exercising any right to which you're entitled under the paid family and medical leave law. An employee or former employee who is discriminated or retaliated against for exercising rights under the law may, not more than three years after the violation occurs, institute a civil action in the superior court.

Payment for Concurrent Leave

Any paid leave provided under a collective bargaining agreement or employer policy and paid at the same or higher rate than paid leave available under this law shall count against the allotment of leave benefits available under this law.

Private Plan Exemption

An employer that offers paid leave with benefits that are at least as generous as those provided under the law may apply for an exemption from paying the Department of Family and Medical Leave, and Family and Employment Security Trust Fund contribution. An employer may apply for an exemption from the medical leave contribution, family leave contribution, or both.

The details of any private plan must be provided to employees by an employer at the same time as this Notice.

Employees enjoy rights to job-protected leave and from discrimination and retaliation under the law even if their employer is approved to provide leave benefits through a private plan.

Brandeis has obtained a private plan exemption from the Department of Family and Medical Leave and the University is not requiring employee contributions for the medical or family private plan at this time. Brandeis reserves the right to change this in the future. Should the University require employee contributions for its medical or family private plan, Employees will be notified in advance in accordance with the MAPFML regulations.



How to File a Claim

Employees must file claims for paid family and medical leave benefits with Brandeis, or their designated third-party vendor, using the appropriate forms. Forms and claim instructions will be available before January 2021.

Employees are required to provide at least 30 days' notice to the University of the anticipated starting date of any leave of absence, the anticipated length of the leave and the expected date of return. An employee who is unable to provide 30 days' notice due to circumstances beyond his or her control is required to provide notice as soon as practicable.



Brandeis University Contact Information

Human Resources Department

415 South St

Bernstein Marcus MS 118

Waltham, MA 02453-2728

1-781-736-4474

humanresources@brandeis.edu



Department of Family and Medical Leave (DFML) Contact Information

The Massachusetts Department of Family and Medical Leave

Charles F. Hurley Building

19 Staniford Street, 1st Floor

Boston, MA 02114

(617) 626-6565

www.mass.gov/DFML



More Information is Available

For more detailed information, please consult the Department's website: www.mass.gov/DFML.

ACKNOWLEDGMENT

Your electronic acknowledgement as part of this email or signature below acknowledges your receipt of the information above within 30 days from the start date of your employment or prior to October 20, 2019, whichever is later. If you do not wish to acknowledge this notice, you may select "I do not acknowledge" as part of the electronic notification process or note "I do not acknowledge this notice" below your signature if unable to do the acknowledgement electronically.

Signature

Date

Name (Print)

Your signed or electronic acknowledgement will be retained by your employer. Please retain a copy for your own reference.