

# MATERNITY LEAVE

Hackensack Meridian *Health* team members are eligible to take leave for their own health condition under federal and state law. In most cases, team members must have completed at least one year of service with Hackensack Meridian *Health*, generally worked at least 1250 hours during the preceding 12-month period, and declared intent to return to work after the leave. Team members are eligible for up to 12 weeks of unpaid leave during a 12- to 24-month period, depending on the interaction between state and federal law and the team member's individual circumstances. Eligibility for benefits during the leave, length of leave, and other conditions depend upon the circumstances of the leave and other qualifying factors. Please see our [LEAVES OF ABSENCE POLICY on PolicyStat](#) for a full list of leaves available and corresponding eligibility requirements.

**IMPORTANT: Leaves of absence related to maternity leave are covered under two separate plans: Personal Disability and Baby Bonding Time. Technically, "maternity leave" doesn't exist as a policy. By combining a Personal Disability leave with Baby Bonding Time, team members can create their own "maternity leave." Personal Disability leave is paid by The Hartford and HMH (depending on eligibility and available time), while Baby Bonding Time follows the same process as a Family Member Disability and is paid by NJFLI and HMH (depending on eligibility and available time). Please review all steps closely to make sure you're getting the coverage you need.**

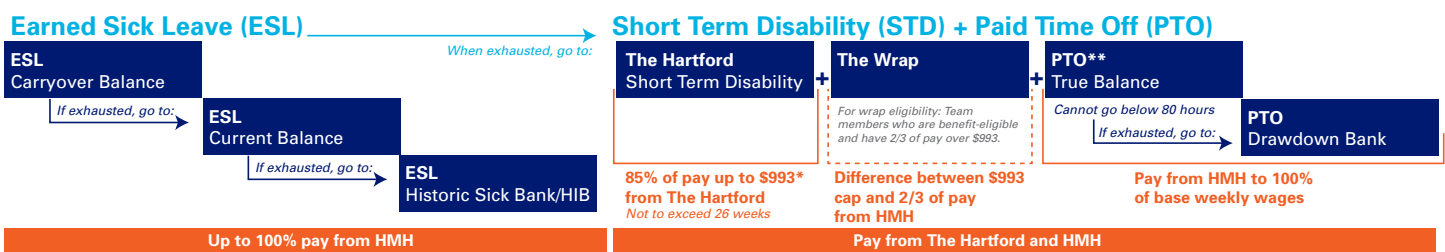
## I need to request a LEAVE OF ABSENCE RELATED TO MATERNITY. How do I get started?

First, follow the steps to request leave for a personal disability:

1. Notify your leader of your intent to take a leave.
2. Call The Hartford at [1-888-924-4155](tel:1-888-924-4155) or log in/create an account at [MyBenefits.TheHartford.com](https://MyBenefits.TheHartford.com) to submit your request for a leave. You must call 30 days in advance of the leave, if possible.
3. Provide proper documentation to The Hartford within 15 business days of the leave request. If documentation is not provided within 15 days, the leave may be denied. Be prepared to supply the following information:
  - Name, last four digits of your social security number, date of birth, date last worked and date of hire
  - Physician's name, phone number and fax number
  - Leader's name and phone number
  - Description of your occupation
  - Preferred method of communication while on leave
4. The Hartford will let you know if the request has been approved or denied within five business days, after receiving all necessary documentation. This decision will be based on your hours, length of service and remaining leave time available. If you do not meet the eligibility requirements for an FMLA personal leave of absence or need an at-work accommodation, the same process outlined above should be followed. The Hartford will refer your accommodation request to the LOA Accommodations team who will follow up accordingly.

## I am on a PERSONAL DISABILITY LEAVE RELATED TO MATERNITY. How will I be paid?

Please note: Pre-partum and post-partum eligibility are based upon medical necessity and may vary by individual and type of delivery. Personal Disability pay works as follows:



\*\$993 is the current New Jersey cap (effective 1/1/22) and subject to change on a yearly basis.

\* When available, PTO time will draw from the FT Status Bank first, followed by True Balance and Drawdown.

*Subject to union negotiations. We are required by law to deal with the unions on behalf of unionized team members, and we will continue to do so. We will only negotiate with the unions, not with individual unionized team members. For team members covered by a CBA, the rules of the CBA will prevail.*

**I need to request a leave of absence for BABY BONDING TIME. How do I get started?**

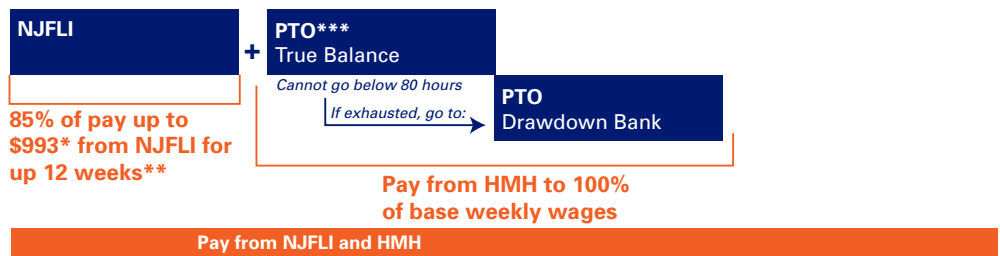
Next, follow the steps to request leave for a baby bonding time:

1. Notify your leader of your intent to take a leave.
2. Call The Hartford at **1-888-924-4155** or log in/create an account at **MyBenefits.TheHartford.com** to submit your request for a leave. You must call 30 days in advance of the leave, if possible. If the leave is unexpected, you must call the day you learn of the need for leave or the following business day.
3. Complete an application for New Jersey Family Leave Insurance (NJFLI) at [https://myleavebenefits.nj.gov/labor/myleavebenefits/assets/pdfs/FL1\\_6-19.pdf](https://myleavebenefits.nj.gov/labor/myleavebenefits/assets/pdfs/FL1_6-19.pdf) and submit it to: Division of Temporary Disability & Family Leave Insurance, P.O. Box 387, Trenton, NJ 08625-0387, or via fax at **1-609-984-4138**.

**IMPORTANT: The Hartford does not handle the payment portion for NJFLI. You will receive payment directly from the State of New Jersey, so you must complete this step. This will take approximately three to six weeks to process, so be sure to submit your application as early as possible. Any questions about the payment should be directed to the New Jersey Department of Labor and Workforce Development, Division of Family Leave Insurance at 1-609-292-7060.**

**I am on an approved leave for a BABY BONDING TIME. How will I be paid?**

**Baby Bonding – Up to 12 Weeks** – When the Short Term Disability benefit expires, eligible team members may take up to 12 **continuous** weeks of Baby Bonding Time during the first 12 months after the baby’s birth.



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 \*\* NJFLI coverage expanded to 12 weeks on July 1, 2020.  
 \*\*\* When available, PTO time will draw from the FT Status Bank first, followed by True Balance and Drawdown.

**I am returning to work following a PERSONAL DISABILITY LEAVE RELATED TO MATERNITY AND BABY BONDING TIME. What do I need to do?**

1. E-mail the LOA Accommodations team at [HMHRTW@hmhn.org](mailto:HMHRTW@hmhn.org) or fax at **1-848-245-8453** to notify them of your return to work date and provide a contact number. The LOA Accommodations team will then update your status in MyWay-PeopleSoft and confirm your return to work date with your leader.  
**Please note: Failure to submit this information to the LOA Accommodations team well in advance of your planned return could result in a delay in pay and system access.**
2. Call The Hartford at **1-888-924-4155** or log in/create an account at **MyBenefits.TheHartford.com** to report your return to work date.
3. Call your leader to coordinate your return to work.

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# BABY BONDING TIME

Hackensack Meridian *Health* team members are eligible to take leave to care for a family member under federal and state law. Baby Bonding Time includes time for a team member to bond with a newborn, newly adopted or newly placed foster child (e.g., for the purposes of “maternity leave” or “paternity leave”). In most cases, team members must have completed at least one year of service with Hackensack Meridian *Health*, worked at least 1,000 hours during the preceding 12-month period, and declared intent to return to work after the leave. Team members are eligible for up to 12 weeks of continuous unpaid leave during a 12- to 24-month period, depending on the interaction between state and federal law and the team member’s individual circumstances. Eligibility for benefits during the leave, length of leave, and other conditions depend upon the circumstances of the leave and other qualifying factors. Please see our **LEAVES OF ABSENCE POLICY on PolicyStat** for a full list of leaves available and corresponding eligibility requirements.

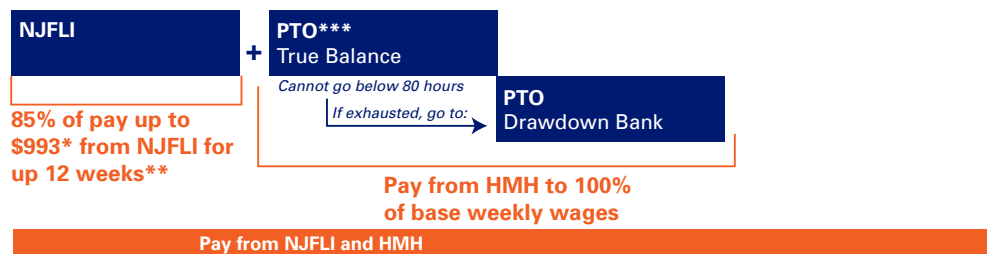
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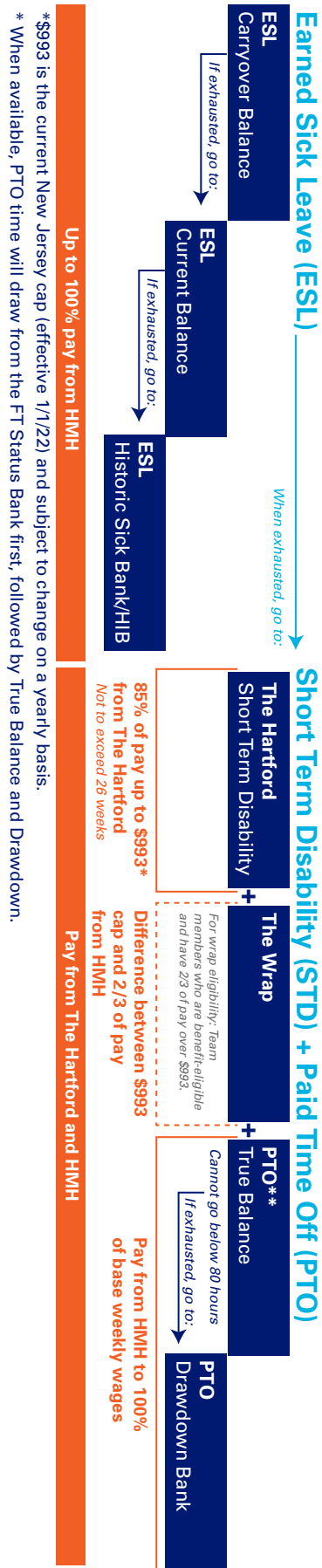
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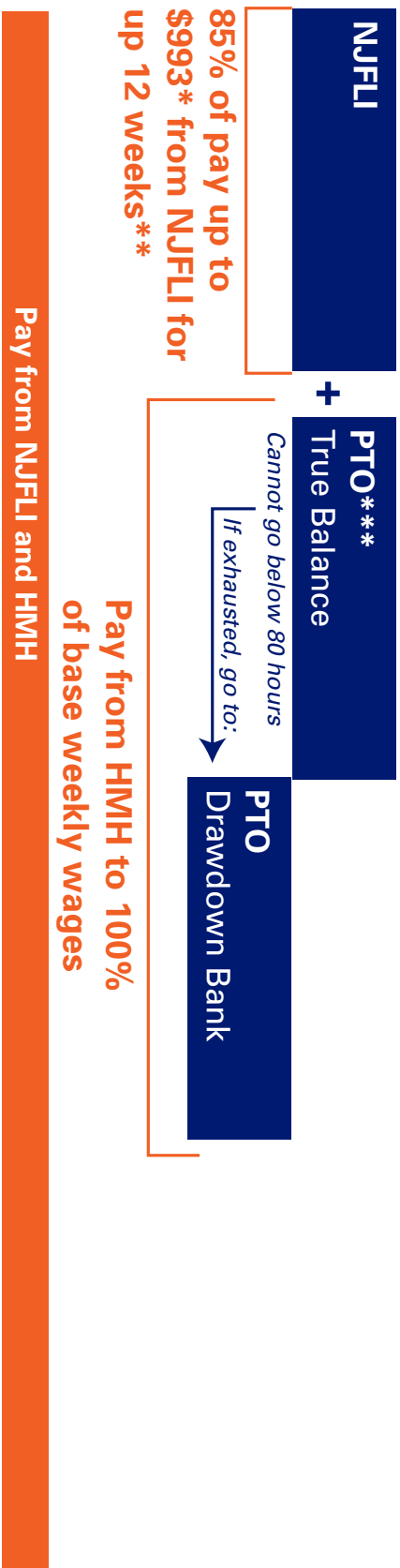


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