

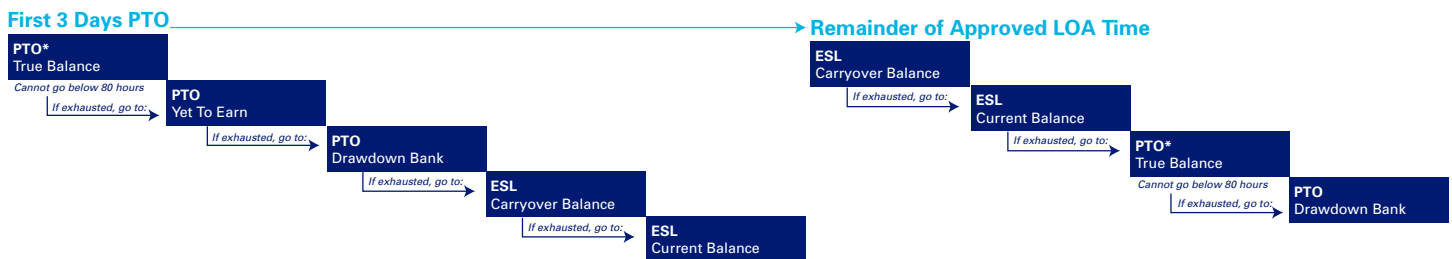
# FAMILY OBLIGATION LEAVE - FOR COVID

Hackensack Meridian *Health* team members are eligible to take leave due to school closures during a pandemic or other health emergency. 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 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.

## I need to request a leave of absence due to school closures related to COVID-19. How do I get started?

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.

## I am on an approved leave due to school closures related to COVID-19. How will I be paid?



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

Does not apply to directors and above on the untracked PTO program.

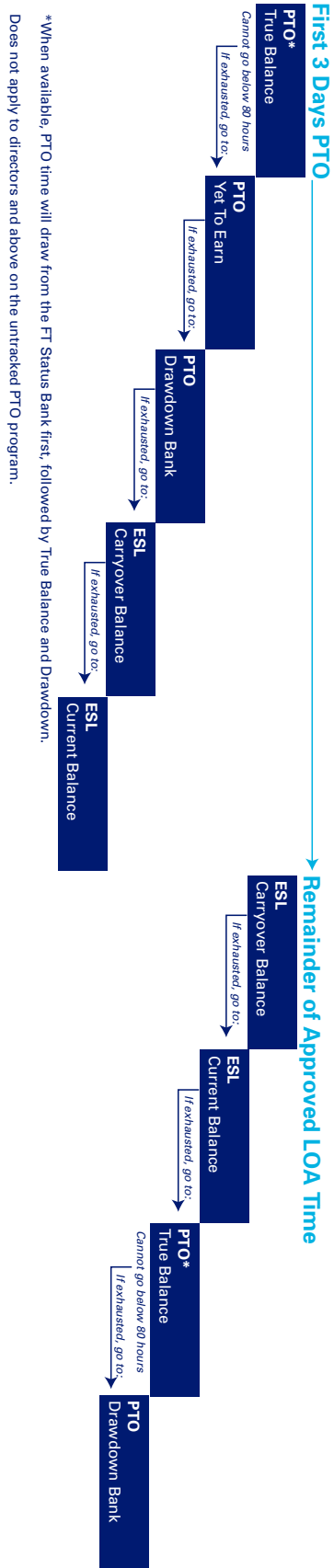
## I am returning to work following a leave due to school closures related to COVID-19. What do I need to do?

1. E-mail the LOA Accommodations team at [HMHRTW@hackensackmeridian.org](mailto:HMHRTW@hackensackmeridian.org) or fax at [1-848-245-8453](tel: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](tel:1-888-924-4155) or log in/create an account at [MyBenefits.TheHartford.com](https://MyBenefits.TheHartford.com) to report your return to work date.
3. Call your leader to coordinate your return to work.

*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 am on a FAMILY OBLIGATION LEAVE. How will I be paid?



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.