

# Hampshire College

## Employee Leave Programs

Hampshire College prioritizes protecting your income and providing necessary time off for illness, injury, the arrival of a new child, or family medical needs. We have developed a comprehensive leave program for our faculty, staff members, and their families.

All medical, parental, and family leaves, including Workers' Compensation, should be reported to Human Resources, who will notify you of your rights and responsibilities under the various leave programs. These typically run concurrently and include the Family and Medical Leave Act (FMLA), Massachusetts Paid Family and Medical Leave (MA PFML), PTO (such as vacation, sick, or personal time), and in some cases, the Americans with Disabilities Act (ADA).

In general, if you are an actively employed, benefit-eligible employee, you are eligible to apply for leave. Unless otherwise notified, your health benefits will remain active, and payroll deductions will continue during your leave, as appropriate and consistent with applicable law. Additional leaves, such as Domestic Violence Leave, Jury Duty Leave, Small Necessities Act Leave, Military Leave (USERRA), Bereavement Leave, personal Leave of Absence, and reasonable accommodations, are administered by Human Resources and are described in the Hampshire College Employee Policy Manual.

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This booklet is designed to provide a high-level overview of the various medical, parental and family leaves of absence that may be available to Hampshire College staff members. While we have made every effort to make this booklet accurate, it is not intended to supersede or amend the College's policies or plan documents. In the event of any inconsistencies between this booklet, the policies and/or plan documents shall control. Additionally, in the event of any inconsistencies between this booklet, College policies or plan documents applicable law shall control. College policies and plan documents may be amended, supplemented, terminated, or replaced in the sole discretion of the College from time to time. For general questions about Hampshire's Leave of Absence policies, contact Human Resources, and/or review the [Hampshire College Employee Policy Manual](#).

### Eligibility for a Leave of Absence

Each type of leave has specific eligibility requirements, and most leaves typically run concurrently. Your eligibility will depend on your health condition, personal circumstances, or family situation, in line with applicable laws and College policies. For leave programs that allow you to care for a family member with a serious health condition, the definition of a "covered family member" may differ. While family members often include a spouse, child, or parent (including legal guardians), some programs, such as Massachusetts Paid Family and Medical Leave, may extend this definition to include grandparents and grandchildren.

### How You May Be Paid While on Leave

While there are some limitations based on leave type—for example, Workers' Compensation is only applicable in the event of your own work-related illness or injury—the following sources of income (pay replacement) may apply during a leave:

- [Massachusetts Paid Family & Medical Leave \(MA PFML\)](#) – MA PFML is a state law that requires Massachusetts employers to provide paid family and medical leave benefits and job protection for employees working in Massachusetts. Hampshire College employees must apply through the [MASS.gov PFML portal](#). Hampshire College Federal Tax ID # **04-6130872**. You can take MA PFML leave in three (3) ways: continuous, intermittent, or reduced schedule. PFML is approved by the Commonwealth of MA. If approved, PFML is generally paid at 80% of your average weekly wage up to 50% of the Massachusetts average weekly wage (\$1,796.72 in 2024). Benefits start after a 7-day waiting period, which counts against the total leave available.
- [The Family and Medical Leave Act \(FMLA\)](#) is a federal law that allows eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons. These include the birth or adoption of a child, caring for a seriously ill family member, or recovering from a personal serious health condition. FMLA ensures that during the leave, employees retain their health insurance benefits under the same terms as if they were working. FMLA leave runs concurrently with other leaves

- [Parental Leave](#) – Hampshire College’s Parental Leave Policy allows benefit-eligible employees to take up to eight weeks of paid parental leave following the birth, adoption, or placement of a child. This benefit is available once an employee has completed the initial 90-day probationary period. When both parents work for the College, they are entitled to a combined total of eight weeks for the same child. Parental leave can be taken intermittently if agreed upon by both the employee and supervisor. The leave runs concurrently with FMLA and MA PFML when applicable. If the employee stops working before the birth or placement for reasons other than medical, vacation or personal time will be used; otherwise, sick leave can be used.
- [Workers’ Compensation \(WC\)](#) – If you were injured at work, you may be eligible for workers’ compensation benefits. If you qualify, you can receive payments to partially replace your paycheck and for medical care related to your injury. You may also be eligible for vocational rehabilitation if you need help getting back to work. The percentage of your gross average weekly wage for which you’re eligible varies based on whether you have a partial or total incapacity due to your work-related illness or injury, and typically ranges from 60% to 75%. All injuries, regardless of severity, should be reported to Human Resources within 24 hours of the incident.
- [Sick Leave & Paid Time Off \(PTO\)](#) – The College provides you with Sick Leave and other paid time off pursuant to its applicable policies. You can use any available Sick Leave or PTO to receive **100% income replacement** while you are on leave for any reason that qualifies for Sick Leave. For MA PFML leaves on or after November 1, 2023, employees receiving MA PFML benefits may supplement or (“top off”) the benefit.
- [Long Term Disability](#) – Hampshire College provides you with basic long-term disability insurance through Transamerica after one year of employment. After six months of total disability, this plan provides a continuation of salary and retirement premiums until age 65 or the termination of the disability. Benefits amount to 60% of basic monthly earnings up to a maximum benefit of \$7,500 per month. This benefit is paid in full by the College. To contact Transamerica for LTD insurance General customer service and LTD Claims: 888.862.6256 or email: taclaims@disabilityrms.com
- [Other Available Leaves](#) - Please see the Hampshire Policy Manual for a description of other available leave types, including domestic violence leave, jury duty leaves, Small Necessities Act leave, voting leave, military leave (USERRA), personal leave of absence, and leave as a reasonable accommodation. Please contact Human Resources, for support in connection with these leaves. **Faculty should consult with Academic Affairs to discuss paid time off, and eligibility for a Modified Work Arrangement.**

## Medical Leave: For Your Own Serious Health Condition (*other than pregnancy or work-related illness or injury*)

If you meet the eligibility criteria and have remaining benefits available, you can use the following benefit options to receive pay replacement while you are on leave. Pay schedules may vary if you take an approved intermittent leave.

Please refer to pages 7 and 8 to review the College’s parental leave benefits.

Weeks of Payment	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	26+
<b>MA PFML</b>	WP*	MA Paid Family & Medical Leave Pay replacement: Up to 80%, maximum of \$1,149.90/week for 2024**																									
<b>PTO or Sick Leave</b>	Available Sick Leave or PTO can be used during WP and/or to “top off” MA PFML benefits, up to Individual Average Weekly Wage																									*** Apply for LTD	
<b>FMLA</b>	Family & Medical Leave ( <i>unpaid</i> )																										

\* During the Waiting Period (WP) for MA PFML, you may use available Sick Leave or Paid Time Off (PTO). If you do not have Sick time, or other PTO available, you may take the WP unpaid.

\*\*For 2024, the maximum total amount that you can receive in MA PFML benefits is \$1,149.90 per week. Use the [MA PFML calculator](#) to estimate your benefit amount. Hampshire College Federal Tax ID # **04-6130872**. [How to apply for Paid Family and Medical Leave \(PFML\)](#)

\*\*\*Benefit eligible employees, after one year of employment, are covered under a Long Term Disability policy with Transamerica. To contact Transamerica for LTD insurance: General customer service and LTD Claims: 888.862.6256 or email: [taclaims@disabilityrms.com](mailto:taclaims@disabilityrms.com)

Faculty should consult with Academic Affairs to discuss paid time off, and eligibility for a Modified Work Arrangement.

## Medical Leave: For A Workers' Compensation Injury or Illness

If you suffer a work-related injury or illness, workers' compensation pays medical bills, pays for lost wages, and in some cases provides vocational rehabilitation if you qualify. This leave may be taken for a set period of time (e.g., six weeks), as a reduced schedule (e.g., working fewer hours per week than usually scheduled), or intermittently (sporadic absences).

If you are absent from work as a result of a work-related injury you may be eligible for partial income in lieu of lost wages, as well as certain medical payments under the Massachusetts Workers' Compensation Law beginning with the sixth day of absence.

Weeks of Payment	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21+
WC*	WP**	Workers Comp Pay Replacement – 60% to 75%, paid directly from Future Comp to the employee after WP.																			Apply for LTD
MA PFML***	WP**	MA Paid Family & Medical Leave Pay replacement: Up to 80%, maximum of \$1,149.90/week for 2024**																			Apply for LTD
PTO or Sick Leave**	Available Sick Leave or PTO can be used during WP and/or to “top off” MA PFML benefits, minus WC offset up to Individual Average Weekly Wage																				
FMLA	Family & Medical Leave ( <i>unpaid</i> )																				

The workers' compensation waiting period is five (5) calendar days. The duration of your workers' compensation payment is based upon whether you have a *temporary total incapacity* (benefits are available for up to 156 weeks), *temporary partial incapacity* (benefits are available for up to 260 weeks), or *permanent and total disability* (benefits are available as long as you are disabled).

\*\* During the Waiting Period (WP) for MA PFML and Workers' Compensation, you may use available Sick Leave or Paid Time Off (PTO). If you do not have PTO available, you may take the WP unpaid. Please note that available Sick Leave or PTO can only be used during the WP; your Workers' Compensation benefit cannot be supplemented by your Sick Leave or PTO.

\*\*\* If you are making a claim for MA PFML and worker's compensation with respect to the same injury or illness, the amount you receive in MA PFML benefits may be reduced by the amount you receive in weekly workers' compensation wage replacement benefits.

\*\*\*\*For 2024, the maximum total amount that you can receive in MA PFML benefits is \$1,149.90 per week. Use the [MA PFML calculator](#) to estimate your benefit amount.

Benefit eligible employees, after one year of employment, are covered under a Long Term Disability policy with Transamerica. To contact Transamerica for LTD insurance: General customer service and LTD Claims: 888.862.6256 or email:

Faculty should consult with Academic Affairs to discuss paid time off, and eligibility for a Modified Work Arrangement.

## Parental Leave: Birth, Recovery, and Bonding

Massachusetts does not require that any bonding leave be taken immediately following a birth-related MA PFML medical leave. However, if bonding is taken at a later date, week 1 of the bonding period will be a separate 7-day waiting period. Intermittent parental leave must be approved by your supervisor. If you meet the eligibility criteria, and have remaining benefits available, you can use the following benefit options to receive pay replacement while you are on leave.

Weeks of Payment	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19**	20**
MA PFML	WP*	MA Paid Family & Medical Leave** Pay replacement: Up to 80%, maximum of \$1,149.90/week for 2024**																		
Parental Leave	Hampshire Parental Leave Pay replacement: 100%																			
PTO or Sick Leave									Available Sick Leave or PTO can be used to “top off” MA PFML benefits, up to Individual Average Weekly Wage											
FMLA	Family & Medical Leave ( <i>unpaid</i> )																			

\* During the Waiting Period (WP) for MA PFML, you may use available Paid Time Off (PTO) or, if permitted by College policy or applicable law, Sick Leave. If you do not have PTO (or, where applicable, Sick Leave) available, you may take the WP unpaid.

\*\* You are typically eligible for 18-20 weeks of MA PFML. The number of approved weeks vary depending on how birth recovery is medically certified. For 2024, the maximum total amount that you can receive in MA PFML benefits is \$1,149.90 per week. Use the [MA PFML calculator](#) to estimate your benefit amount.

Faculty should consult with Academic Affairs to discuss paid time off, and eligibility for a Modified Work Arrangement.

## Parental Leave: To Bond with a Child (Non-Birth Parent, Adoption, Foster Placement)

Massachusetts does not require that any bonding leave be taken immediately following a birth-related MA PFML medical leave. However, if bonding is taken at a later date, week 1 of the bonding period will be a separate 7-day waiting period. Intermittent parental leave must be approved by your supervisor. If you meet the eligibility criteria, and have remaining benefits available, you can use the following benefit options to receive pay replacement while you are on leave.

Weeks of Payment	1	2	3	4	5	6	7	8	9	10	11	12
<b>MA PFML</b>	WP*	MA Paid Family & Medical Leave Pay replacement: Up to 80%, maximum of \$1,149.90/week for 2024**										
<b>Parental Leave</b>	Hampshire Parental Leave Pay replacement: 100%											
<b>Paid Time Off (PTO)</b>									Available PTO can be used to “top off” MA PFML benefits, up to Individual Average Weekly Wage			
<b>FMLA</b>	Family & Medical Leave ( <i>unpaid</i> )											

\* During the Waiting Period (WP) for MA PFML, you may use available Paid Time Off (PTO) or, if permitted by College policy or applicable law, Sick Leave. If you do not have PTO (or, where applicable, Sick Leave) available, you may take the WP unpaid.

\*\*For 2024, the maximum total amount that you can receive in MA PFML benefits is \$1,149.90 per week. Use the [MA PFML calculator](#) to estimate your benefit amount.

Faculty should consult with Academic Affairs to discuss paid time off, and eligibility for a Modified Work Arrangement.

## Family Leave: To Care for a Family Member with a Serious Health Condition

If you meet the eligibility criteria, and have remaining benefits available, you can use the following benefit options to receive pay replacement while you are on leave. Pay schedules may vary if you take an approved intermittent leave.

Weeks of Payment	1	2	3	4	5	6	7	8	9	10	11	12
<b>MA PFML</b>	WP*	MA Paid Family & Medical Leave Pay replacement: Up to 80%, maximum of \$1,149.90/week for 2024**										
<b>Paid Time Off (PTO)</b>	Available Sick Leave or PTO can be used to “top off” MA PFML benefits, up to Individual Average Weekly Wage											
<b>FMLA</b>	Family & Medical Leave ( <i>unpaid</i> )											

\* During the Waiting Period (WP) for MA PFML, you may use available Paid Time Off (PTO). If you do not have PTO available, you may take the WP unpaid.

\*\*For 2024, the maximum total amount that you can receive in MA PFML benefits is \$1,149.90 per week. Use the [MA PFML calculator](#) to estimate your benefit amount.

Faculty should consult with Academic Affairs to discuss paid time off, and eligibility for a Modified Work Arrangement.