

## **Postdoc/Research Associate MA PFML Guide for Departments**

- Please note: Salary replacement for short-term disability during the Medical Leave in the case of birth recovery is covered by Short-Term Disability, while salary replacement during the family bonding leave is covered by the regular source of funding.

### **General Process**

1. Postdoc or Research Associate (RA) may reach out to Stephen Kargère for information about the leave and/or the process.
2. If the postdoc is MA PFML eligible—generally applicable to postdocs who Harvard benefits eligible—Stephen sends them the “MA PFML Form” form and reminds them to reach out to the Lincoln Financial Group (LFG).
3. Postdoc/Research Associate then
  - Fills out the “MA PFML Leave Form” and sends it to their department administrator.
  - Contacts LFG to initiate the leave request.

### **Process (continued) for Postdocs**

- 4a. Once the leave is approved by LFG, LFG informs both the Postdoc and Bill Carter in Disability Payroll, who then enters the leave into Peoplesoft accordingly.
- 5a. The FAS Appointments Office enters any necessary leave actions in Aurora and confirms the leave with the Department.

### **Process (continued) for Research Associates**

- 4b. Once LFG approves the leave, they forward the approval, inclusive of effective dates, to the RA with copy to Harvard Disability Benefits Payroll & FAS Appointment Office.
- 7b. Appointment Office:
  - Conveys approval to Department administrator, and
  - Enters the leave in Aurora, using the costing to reflect the FAS code “000760” to include PI root designation for the maternity leave.
- 8b. Approximately one week prior to the end of medical leave, LFG contacts the RA to inquire with respect to bonding leave.
- 9b. Once approved for bonding leave, LFG sends another approval to Appointment Office
- 10b. Appointment Office
  - Conveys approval to Department administrator, and
  - Enters the leave in Aurora, changing the costing back to the regular funding source.
- 11b. Appointment Office prepares any necessary actions.

### **FAQs**

- Q:** If the funding agency is unwilling to cover (partially or in full) the salary of postdocs while they are on Family Bonding leave, will the PI be expected to cover the cost?
- A:** Yes, the PI will be expected to cover the cost from start up.
- Q:** How is the waiting period handled in the case of Research Associates?
- A:** The waiting period has been waived in the case of Research Associates because they are on the faculty plan.
- Q:** How is the waiting period handled in the case of postdocs?
- A:** Use one week of sick leave

**Q:** Which categories of postdocs are eligible for the MA PFML?

**A:** Generally, Y and Z postdocs will be eligible for the MA PFML.

**Q:** Are postdocs who are not benefits-eligible (Ns) eligible for the MA PFML under Harvard policy?

**A:** No, unless they also have an appointment in a benefits-eligible category (Y or Z), in which case this other appointment would trip the MA PFML wire.

**Q:** If my postdoc/Research Associate who needs to take a MA PFML leave is on a major grant (notably NIH/NSF), what should I do?

**A:** If they are key personnel and are going to be away more than 3 months, the DA (or the postdoc) should tell the grants manager, who should contact RAS and OSP. If they are not listed as key personnel on a major grant, they are not required to notify RAS and OSP, but they still need to be in touch with their Department Administrator.

**Q:** If my postdoc/Research Associate, who needs to take a MA PFML leave, is on an external fellowship (direct to them or through Harvard), what should they do?

**A:** Reach out to their grants administrator who will assist them in reviewing the terms and conditions. If anything needs to be done, the grants administrator will contact RAS.