

## **Maternity and Parental Leave Benefit and Process for Postdocs at Harvard University**

*Updated April 8, 2014*

**\*\*All postdocs and departmental administrators:**

Please be sure to check the terms of your fellowship/granting agency/funding organization first, as their maternity and parental leave coverage may be different from the benefit outlined below.

The following process refers only to those postdocs in job codes 000949 (“stipendee” postdocs on Harvard payroll) and 069591 (“employee” postdocs on Harvard payroll). If a postdoc is not on payroll and not benefits-eligible, this process does not apply.

### **Maternity Leave Benefit**

Harvard offers a total of **13 weeks of maternity leave** for birth mothers, comprised of:

- Eight weeks of short-term disability paid leave at 75 percent for postdocs with less than seven years of service and 100 percent for those with more than seven years of service
- Four weeks of parental leave as outlined below
- One week of vacation, personal, or unpaid time

### **Parental Leave Benefit**

**Parental leave** for birth or adoptive parents includes up to **four weeks of paid time off**, to be taken within the 13 weeks following birth or placement for adoption, paid for through the same source as the postdoc’s salary/stipend. You may choose between two options:

Option 1: **One week of leave** paid at 100 percent of your current pay rate;

Option 2: **Four weeks of leave** paid at 75 percent of your current pay rate for those postdocs with less than seven years of service or at 100 percent of your current pay for those postdocs with more than seven years of service.

NOTE: This period may also be supplemented with vacation time for the postdoc, following the process below (see “After Baby’s Birth,” #4)

### **Maternity Leave Process for Postdocs**

**PLEASE NOTE:** All forms referred to below are available via [harvie.harvard.edu](http://harvie.harvard.edu). Click on Compensation & Benefits, Disability & Life Insurance, then Short-term Disability. You will see these forms listed on the right.

#### Before Baby’s Birth:

1. Postdoc completes the [Request for Family and Medical Leave Form](#) and returns to Departmental Administrator.
2. Departmental Administrator provides Postdoc with appropriate FMLA eligibility and FMLA designation notices, and keeps copies of FMLA request form and notices on file in the local department.
3. Postdoc files an anticipatory claim for short-term disability benefits by calling The Standard per the [Employee Short Term Disability FAQ](#).
4. Departmental Administrator emails [fasdisclaims@fas.harvard.edu](mailto:fasdisclaims@fas.harvard.edu) with the Postdoc’s name, HUID, due date, and planned last day of work.

#### After Baby’s Birth:

1. Postdoc notifies the Departmental Administrator of baby’s birth asap.

2. Postdoc notifies The Standard of baby's birth asap, per the Employee Short Term Disability FAQ.
3. Departmental Administrator emails [fasdisclaims@fas.harvard.edu](mailto:fasdisclaims@fas.harvard.edu) with Postdoc's name, HUID, last day worked, and baby's date of birth. If the parental leave pay will be at 75%, please also note in this email whether or not the Postdoc will supplement it with her vacation time.
4. Departmental Administrator is responsible for administering pay adjustments, if necessary, when paid parental leave benefits begin in week nine of the maternity leave.
  - If the Postdoc's parental leave pay is at 75% and she is not supplementing with vacation, then steps must be taken to reduce her pay appropriately. Email your department's payroll coordinator, with a copy to Bob Daley, confirming the date range of the parental leave benefits and request a 25% pay reduction.
  - If the Postdoc's parental leave pay is at 75% and she is supplementing with vacation, then no steps must be taken to adjust her pay. Her vacation usage should be tracked according to your department's normal practices.
  - If the Postdoc's parental leave pay is at 100%, then no steps are required for the administration of parental leave benefits.
5. Departmental Administrator will be responsible for submitting a "return from leave" action in Asperin effective the Postdoc's return date.

#### **Parental Leave Process for Postdocs**

1. Postdoc completes the [Request for Family and Medical Leave Form](#) and sends it to the Departmental Administrator to be kept on file in the local department.
2. Departmental Administrator is responsible for administering parental leave pay per process above (see "After Baby's Birth," #4).