Cooper Norcross Health

Maternity Leave of Absence

CHECKLIST

Please follow the instructions below to ensure your leave is processed correctly.



STEP 1:

- Request your Maternity leave by logging into **iCooper Team Member Space > click My Time Off > Select Leaves Tab > Click on the ellipsis (3 dots on the right next to Sort) > Select Request Leave > Complete the required fields > Click Submit.**
- Review ALL information sent to you in the leave of absence packet. Each document is important and includes meaningful information to assist you in navigating the leave process.

STEP 2:

Have the following forms completed and returned to the Human Resources Leave of Absence Team at the fax or email listed below:

- Cooper University Health Care Request/Approval for Medical Leave of Absence Form (Employee to complete)
- Certification of Health Care Provider for Employee's Serious Health Condition Form (Employee to complete cover page, Physician to complete pages 1 thru 4)
- All completed forms should be faxed or emailed to the Human Resources Leave of Absence Team:
    - 856-968-8519 (fax)
    - HRLOA-WC@Cooperhealth.edu (email)

STEP 3:

- Apply for NJ Temporary Disability within 30 days of your leave start date on the NJ Disability website: https://myleavebenefits.nj.gov (Employee and Physician to complete online process)
- NJ Temporary Disability Information is included in your leave packet, please follow the instructions to apply for your NJ Temporary Disability.
- For questions regarding NJ temporary disability or assistance with your claim, please call the state of NJ Division of Temporary Disability directly at 609-292-7060, or visit https://myleavebenefits.nj.gov
- Complete and return any forms you receive from NJ Disability, for example-P-30 form. These requests for information must be completed in order for your claim to be paid and processed. Any questions regarding NJ temporary disability forms should be directed to the State of NJ at 609-292-7060.

STEP 4:

- Notify HRLOA-WC@Cooperhealth.edu of your delivery information:
- Date of Delivery
- Delivery Type (vaginal or c-section)

STEP 5:

- Add your newborn onto your benefits within 31 days of the date of birth (if applicable):
- Complete the Change In Status Form (located in your leave packet)
- Return to the Benefits Team at HRBenefits@Cooperhealth.edu or via fax at 856-968-8519

- For questions regarding your benefits, please contact HRBenefits@Cooperhealth.edu

MATERNITY LEAVE FREQUENTLY ASKED QUESTIONS – CONTRACTED EMPLOYEES

Q: How do I apply for maternity leave?

A: Log into **iCooper Team Member Space > click My Time Off > Select Leaves Tab > Click on the ellipsis (3 dots on the right next to Sort) > Select Request Leave > Complete the required fields > Click Submit.**

Q: When do I apply for maternity leave?

A: No more than 45 days in advance of your leave start date.

Q: How do I get my maternity leave paperwork for me and my doctor to complete?

A: Once you apply at the above link, we will send you the necessary paperwork for completion.

Q: How is FMLA/NJFLA eligibility determined?

A: FMLA Eligibility: You must be an employee for 1 year **and** have 1,000 hours worked in the 12 -month period just prior to the start date of your leave.

NJFLA Eligibility: You must be an employee for 3 months **and** have 250 hours worked in the 12-month period just prior to the start date of your leave. NJFLA provides job protected leave to care for a family member with a serious health condition and to bond with a newborn.

Q: What if I am not eligible for FMLA?

A: Your maternity leave would be considered under an ADAAA Accommodation, and you would not be eligible for the additional bonding time until you meet the required eligibility under the FMLA/NJFLA.

Q: How will I be paid?

A: If you are eligible for FMLA, you are paid your full contracted salary during the disability portion of your leave, not to exceed 12 weeks. This would be the date your physician delegates as your first day out up to the date you are medically cleared from your delivery. Typically this would be 4 weeks before delivery and 6 weeks after for vaginal delivery or 8 weeks after for c-section.

IMPORTANT-You must apply for New Jersey Temporary Disability Insurance benefits. The NJ Disability process is an online process. Please visit www.MyLeaveBenefits.nj.gov for more information and instructions on how to apply.

Although you are being paid your full salary during the disability period, you are also required to apply for NJ Temporary Disability. The state will pay you on a Money Network/My Banking Direct Debit Card. NJ short term disability pays 85% of your average weekly wages up to a maximum. See the current year's maximum weekly benefit level at myleavebenefits.nj.gov. You will keep those funds, the state of NJ will report the amounts they are paying you to the payroll department and your full salary will be adjusted to reflect payments you received from the state.

Q: What if I am not eligible, how will I be paid?

A: If you are not eligible for FMLA, you are not eligible for full paid salary while on leave. You will apply for NJ short-term disability.

IMPORTANT-You must apply for New Jersey Temporary Disability Insurance benefits. The NJ Disability process is an online process. Please visit www.MyLeaveBenefits.nj.gov for more information and instructions on how to apply.

The state will pay you on a Money Network/My Banking Direct Debit Card. NJ short term disability pays 85% of your average weekly wages up to a maximum. See the current year's maximum weekly benefit level at myleavebenefits.nj.gov.

Q: When can I take bonding leave?

A: Bonding leave is reviewed as a new leave and is separate from your maternity leave. Your eligibility will be reviewed under the FMLA/NJFLA laws at the time you apply for bonding leave.

For example, if bonding leave is due to start on 10/1/2026, your hours worked and employment length will be reviewed from 10/1/2025 to 9/30/2026.

If you do not meet eligibility under the law, you will not be able to take additional leave for bonding until you meet the eligibility requirements. This may require you to return to work until you meet eligibility.

**Please note that if you do not work in the state of NJ, you will not be eligible for NJFLA.*

Q: How am I paid while on my bonding leave?

A: You will apply for NJ Family leave insurance benefits through the state. They will pay the same rate that you received while on disability. You can choose if you want to use vacation time to supplement your family leave benefits with the state or not. If you elect to use no vacation time, then any missed benefits deductions would be paid back to Cooper upon your return.

Q: Can I take my bonding leave intermittently? (Taken in blocks of time)

A: Yes, you can take bonding leave intermittently or continuously. The maximum amount of bonding that an employee can take is 12 weeks, depending on eligibility.

Q: How long can I stay out on leave?

A: Typically, women are placed out of work 4 weeks before their due date – this is case by case, and should be discussed with your physician. The typical recovery time is 6 weeks for a vaginal delivery and 8 weeks for a C-section. Once you are cleared, you may be eligible for up to 12 weeks of bonding leave.

Please note, the above time out of work is subject to change based on the employee's eligibility under the FMLA & NJFLA Entitlements.

Q: What happens to my benefits while I am out on leave and how do I pay for them?

A: During your leave, Cooper University Health Care will continue to pay its portion of your group health insurance premiums and you must pay your share, if applicable, of the health insurance premiums. If you normally pay a portion of the premiums for health insurance, your premiums will be deducted from the ESL/PTO paycheck(s) that you will be receiving during your leave. If you are on an unpaid leave, your payments will be suspended during the period of your unpaid leave. Upon your return from leave, Cooper will deduct all outstanding benefit premium deductions from the number of pay periods missed. If you fail to return from your leave, your insurance will be cancelled, and you will be sent information on how you may continue your coverage (COBRA). In addition, if you fail to return to work, The Cooper Health System reserves the right to seek reimbursement for the cost of benefit premiums paid during leave.

Q: What happens if I have a loan with Fidelity?

A: Employees approved for a consecutive leave of absence under the FMLA/NJFLA, will not be expected to make loan repayments. Once you return from your leave of absence and are placed back in an active status, your loan(s) will automatically re-amortized. If you have any questions about your loan(s), please contact Fidelity 800-343-0860.

Note, if you are on an approved unpaid accommodation not covered by the Federal Family Medical Leave Act (FMLA) and/or the New Jersey Family Leave Act (NJFLA), you will be responsible to contact Fidelity directly and make payment arrangements.

Q: I delivered my baby. What are my next steps?

A: Once you deliver, please contact us at HRLOA-WC@cooperhealth.edu to notify us of when your baby was born, your delivery type (vaginal or c-section), along with how long you would like to bond (if eligible). At that time we will review your eligibility for bonding leave under the FMLA/NJFLA laws; if eligibility is met for bonding leave, we will send you the bonding paperwork.

Q: How do I add my newborn to my Cooper health benefits?

A: Once your baby is born, you have 31 days to add your newborn to your benefits. The Change in Status Form is included in your maternity leave packet. The forms should be completed and returned to HRBenefits@cooperhealth.edu or faxed to 856-968-8519.

Q: Can I add my newborn to as a beneficiary under my Life Insurance?

A: Yes. The beneficiary form will be included in the bonding leave packet or you can contact HRBenefits@cooperhealth.edu for assistance.