Cooper Norcross Health

Bonding Leave/Paternity Leave/Placement for Adoption

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CHECKLIST

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



STEP 1:

- Request your Family 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.** Once you submit your request, your leave documents will be sent to you.
- Review ALL information sent to you in the leave of absence packet. Each document is important and includes meaningful information to assist you ichann 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 for Family Leave Form (Employee to complete)
- Verification of Birth or Placement Form (Employee to complete)
- Provide Certification of Birth-such as Birth Certificate, Verification of Birth Letter, Proof of Placement for adoption, Proof of Adoption etc.
- All completed forms/documentation should be faxed or emailed to the Human Resources Leave of Absence Team:
    - 856-968-8519 (fax)
    - HRLOA-WC@Cooperhealth.edu (email)

STEP 3:

- Add your child onto your benefits within 31 days of the date of birth or placement (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

STEP 4:

- Apply for NJ Family Leave Insurance within 30 days of your leave start date on the NJ Family Leave website: https://myleavebenefits.nj.gov (Employee to complete online process.)
- NJ Family Leave Information is included in your leave packet, please follow the instructions to apply for NJ Family Leave.
- Please note, if you are transitioning from pregnancy leave to bonding leave, the state of NJ will send you an FL2 form in the mail to apply for bonding leave, please follow instructions on the FL2 to apply for Family Leave insurance for bonding.
- For questions regarding NJ Family Leave benefits or assistance with your claim, please call the state of NJ directly at 609-292-7060, or visit https://myleavebenefits.nj.gov Complete and return any forms you receive from the state of NJ regarding your claim.

BONDING/PATERNITY/ADOPTION LEAVE FREQUENTLY ASKED QUESTIONS

Please note, this is for bonding leaves that are NOT combined with a current approved pregnancy leave.

Q: When can I take bonding leave?

A: If you meet the required eligibility under the FMLA/NJFLA, you can take your bonding leave any time from baby's date of birth up until your baby's first birthday or from the date of placement for adoption or foster care.

Q: How do I apply for bonding 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 bonding leave?

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

Q: How do I get my bonding leave paperwork?

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?

A: If you are not FMLA/NJFLA eligible, you do not qualify for FMLA/NJFLA bonding leave and leave cannot be provided under the laws.

Q: How much bonding leave can I take?

A: You can take up to 12 weeks of bonding leave, depending on eligibility.

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 could take is 12 weeks, depending on eligibility.

Q: How will I be paid?

A: If you are a benefit eligible employee:

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

NJ FLI would begin on day one of your leave.

NJ FLI will be paid on a Money Network/My Banking Direct Debit Card. NJFLI 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 can choose if you want to use PTO time to supplement your family leave benefits with the state. If you elect not to use PTO time to supplement your leave, any missed benefits deductions would be paid back to Cooper upon your return. Please refer to question *"What happens to my benefits while I am out on leave and how do I pay for them?"*

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

A: NJ FLI would begin on day one of your leave.

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

NJ FLI will be paid 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: What if I have questions regarding my NJ FLI claim?

A: Please contact the state directly at 609-292-7060, or visit **www.MyLeaveBenefits.nj.gov**

Q: How do I return to work after my family leave?

A: You will be required to notify the leave team of your return to work date at HRLOA-WC@Cooperhealth.edu. Once your return to work date is confirmed, the IT Department, Help Desk and your manager will be notified to have your systems access restored for your return to work date.

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 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.

Please note, your benefits will remain in effect for up to 12 weeks during approved FMLA/NJFLA 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.

Q: How do I add my child 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 leave packet. The forms should be completed and returned to HRBenefits@cooperhealth.edu or faxed to 856-968-8519.

Q: Can I add my child 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.

Q: Does Cooper offer any Adoption Assistance Programs?

A: Yes. Please review policy 8.311 Benefits-Adoption Assistance on the Cooper Policy Network for information regarding Adoption Assistance. In addition, you can contact the HR Benefits Team at HRBenefits@CooperHealth.edu for assistance.