Cooper Norcross Health

Continuous Family Leave

CHECKLIST

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



STEP 1:

- Request your Intermittent 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 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 for Family Leave Form (Employee to complete)
- Certification of Health Care Provider (Employee to complete cover page and page 1, Physician to complete pages 2 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 Family Leave Insurance within 30 days of your leave start date on the NJ Family Leave website: https://myleavebenefits.nj.gov (Employee and Physician to complete on line 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 will send you forms in the mail to apply for bonding leave, please follow those directions 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. These requests for information must be completed in order for your claim to be paid and processed. Any questions regarding NJ Family Leave forms should be directed to the State of NJ at 609-292-7060.

FAMILY LEAVE FREQUENTLY ASKED QUESTIONS

Q: How do I apply for Family 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 Family leave?

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

Q: How do I get my Family leave paperwork for me and the 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? (Have not been an employee for one year, or have less than 1,000 hours worked in the last 12 months)

A: If you are not FMLA eligible, you do not qualify for FMLA family leave and leave cannot be provided under the FMLA law.

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 will be paid on a Money Network/My Banking Direct Debit Card. FLI pays 85% of your daily 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 to supplement your family leave benefits with the state. If you elect not to use PTO, any missed benefits deductions would be paid back to Cooper upon your return.

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

A: You may be eligible for payment with NJ FLI benefits through the state.

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. FLI pays 85% of your daily 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.