Understanding your paid leave benefits

What paid leaves are physicians eligible for?

Novant Health Medical Group will provide eligible physicians with the following paid leaves of absence:

- 6 weeks of maternity leave, to include 2 weeks for birth recovery and 4 weeks parental leave for bonding.
- 4 weeks of parental leave for birth or adoption.
- 1 week of caregiver leave for the care of your spouse, dependent child(ren) or parent.

Who is eligible for paid leave?

A physician's eligibility for paid leave is as follows:

1) If a new hire, eligibility begins on the first day of the month following date of hire. Physician Team Members who become employed as a result of an Affiliation, will have the waiting period waived, and eligibility begins on the affiliation effective date.
2) Physician Team Member must be in a benefits eligible position (full-time or part-time scheduled to work at least 24 or more hours per week) at the time of the occurrence of the leave event.
3) With the exception of any Physician Team Member employed by Novant Health Medical Group Coastal Region, LLC, any Physician Team Member with a hire date prior to July 1, 2021, must have accepted a Novant Health Entity's terms and conditions for participation in the Leave Benefits, including, but not limited to acceptance of the terms and conditions of the Novant Health Entity's proposed restrictive covenants including a covenant not to compete.

How do I request one of the paid leaves?

Follow these three steps to request a paid leave:

1. **Notify your clinic administrator and lead clinician** as soon as a need for leave is known.
2. **Contact the Hartford.** You can **call Hartford Disability/Absence Management** at (888)-277-4767 and speak with a representative. Or, you can **initiate your leave request online at TheHartford.com/mybenefits**. If applicable, you can use the online portal to start a Short-Term Disability (STD) claim and track where your claim is in the process. The portal is also a convenient way to submit or view medical documentation.
3. **Complete the Physician Leave of Absence request form** that is in Service Now. From the I-Connect home page go to *Work Resources* and select *Benefits > Benefits resource center.* Open the Benefits dropdown and select *Physician Paid Leave* and a link to the form is embedded in option 3 under the heading, "How to request a leave".

How soon should I contact Hartford and request my leave?

The request for leave should occur no later than 14 days prior to your expected leave begin date. However, if the minimum 14 days' notice is not feasible because of medical necessity or for other reasons (immediate adoptive placement as an example), you should give as much advance notice as possible.

What rate of pay will I receive if my leave is approved?

All approved paid leaves will be paid at the lesser of:

- 100% of the 50th percentile compensation benchmark for the physician's specialty;
- Actual wages from prior four closed quarters (when available); or,
- 100% of salary for physicians on guarantee.

How are leave benefits paid?

Leave benefits will be paid according to regularly scheduled pay dates and through the normal payroll process.

MATERNITY LEAVE

How is paid maternity leave to be taken?

The 6-week maternity leave should be taken in one continuous period and all leave must be used within 12 weeks of the child's birth. Any unused paid maternity leave benefit will be forfeited at the end of the 12-week period.

What type of documentation will I need to provide for my maternity leave to be approved?

If the birth mother has the voluntary STD plan, Hartford will utilize the medical documentation provided for the STD claim to also approve the 2-week birth recovery and 4-week parental leave (bonding) request. If the birth mother does not have STD coverage, Hartford will provide its Certification of Health Care Provider form and it should be completed and returned.

I have the voluntary STD plan. What are my options for using it?

The birth mother who has the voluntary STD plan may elect to use it during the period they are considered medically disabled before utilizing the 6-week maternity leave benefit.

Example #1: The below example illustrates how the leave might look for a physician with the **STD 15-day elimination period plan**.

Week	1	2	3	4	5	6	7	8	9	10	11	12
Vol. Group STD			$2,500	$2,500	$2,500	$2,500						
Birth recovery leave							Paid Leave	Paid Leave				
Parental (bonding) leave									Paid Leave	Paid Leave	Paid Leave	Paid Leave
FMLA (unpaid leave)	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

Example #2: The below example illustrates how the leave might look for a physician with the **STD 30-day elimination period plan**.

Week	1	2	3	4	5	6	7	8	9	10	11	12
Vol. Group STD					$2,500	$2,500						
Birth recovery leave							Paid Leave	Paid Leave				
Parental (bonding) leave									Paid Leave	Paid Leave	Paid Leave	Paid Leave
FMLA (unpaid leave)	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

Example #3: The below example illustrates how the leave will look for a physician who **does not have** the voluntary STD plan.

Week	1	2	3	4	5	6	7	8	9	10	11	12
Vol. Group STD												
Birth recovery leave	Paid Leave	Paid Leave										
Parental (bonding) leave			Paid Leave	Paid Leave	Paid Leave	Paid Leave						
FMLA (unpaid leave)	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

I have the voluntary STD plan along with being eligible for 12 weeks of FMLA. However, I plan to return to work after 6 weeks. Do I have to use the STD plan which provides $2,500 per week, or can I go directly to the paid maternity leave benefit after giving birth which replaces more of my pay?

Whether or not the birth mother chooses to use their STD plan benefits or not use them for the event of giving birth is a personal decision. If they prefer, they may go directly to the paid maternity benefit after giving birth.

PARENTAL LEAVE
How is parental leave to be taken?
The 4-week parental leave should be taken in one continuous period and all leave must be used within 12 weeks of the child's birth or within 16 weeks of placement for adoption. Any unused parental leave benefit will be forfeited at the end of the 12- or 16-week time period.

What type of documentation will I need to provide for parental leave to be approved?
Hartford requires verification of birth before approving parental leave. Acceptable documentation could include a birth certificate, a picture of a baby ankle bracelet or some other form of birth certification. If you are in doubt as to what is acceptable documentation, please call Hartford's Disability/Absence Management line at (888)-277-4767.

My spouse also works for Novant Health. Are they eligible for parental leave, and if so, when are they required to use it?
When both married spouses are Novant Health team members eligible for parental leave, each may take a parental leave for the same birth event, the timing of which is at the household's discretion, however, both leaves must occur within 12 weeks of the child's birth or within 16 weeks of placement for adoption.

CAREGIVER LEAVE
What is caregiver leave, and how long is it for?
Caregiver leave is being provided to assist and support physicians with the challenge of balancing work and family needs. Eligible physicians will be provided with 1-week of paid caregiver leave to allow for the care of a parent, spouse or child under age 18, who are experiencing a serious health condition as defined under the Family and Medical Leave Act.

How is caregiver leave to be taken?
The 1 week of caregiver leave should taken in 1 continuous week. Intermittent use of caregiver leave is not permitted.

What type of documentation will I need to provide for caregiver leave to be approved?
Hartford will provide its Certification of Health Care Provider form which must be completed and returned before caregiver leave benefits will be paid.

I have additional questions, who should I contact?
Questions can be directed to the People & Culture Solutions Center at (800)-890-5420 or AskHR@novanthealth.org.