

### **Frequently Asked Questions**

The following is a list of frequently asked questions about BUMG paid family and medical leave. Click the links below for answers or scroll to the following pages.

This is intended as a reference only. For more information, please see [BUMG personnel policies](#) or contact the BU HR at 617-353-2380 or at [hr@bu.edu](mailto:hr@bu.edu).

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### **Frequently Asked Questions**

**1. Who can I contact if I have questions about family and medical leave?**

For any questions on family and medical leave, please contact BU HR at [hr@bu.edu](mailto:hr@bu.edu) or call 617-353-2380.

**2. How do I request leave benefits?**

BUMG paid family and medical leave benefits are administered by Matrix Absence Management on behalf of BU. You may apply to Matrix Absence Management to request family or medical leave online at [MatrixAbsence.com](http://MatrixAbsence.com) or by phone at 877-202-0055. You will be contacted by a representative to review your application, including a request for any additional documentation that may be required.

**3. How does the PFML benefit work with other leave benefits like FMLA?**

BUMG paid family and medical leave runs concurrently with any leave taken under applicable state and federal leave laws, including the Massachusetts Parental Leave Act and the federal Family and Medical Leave Act.

**4. What is family leave?**

MA PFML law defines family leave as leave taken: 1) to care for a family member with a serious health condition; 2) for a parent to bond with the parent's child during the first 12 months after the child's birth, adoption, or foster care placement; 3) to care for a family member who is a covered service member, or 4) because of a qualifying exigency arising out of the fact that a family member is on active duty or has been notified of an impending call or order to active duty in the Armed Forces.

**5. I have a qualifying family leave event. How much leave time am I eligible for and what will I get paid?**

For most qualifying family leave events, you may be eligible for up to 12 weeks of paid leave per benefit year. To care for a family member who is a covered service member you may be eligible for up to 26 weeks of paid leave per benefit year. The first 2 weeks of family leave will be paid at 100% of your total compensation, including salary, bonus and incentives, and the remaining time will be paid at the state's maximum weekly PFML benefit rate, which is \$1,149.90/week for CY 2024. It is important to note that the maximum paid leave is 26 weeks of any combination of personal medical and family leaves.

**6. What is medical leave?**

MA FML law defines medical leave as leave taken by an eligible employee due to their own serious health condition, including recovery from routine childbirth that is certified by a physician as a serious health condition.

**7. What qualifies as a serious health condition for medical leave?**

A serious health condition is defined as an illness, injury, impairment or physical or mental condition that involves: (a) inpatient care in a hospital, hospice or residential medical



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facility; or (b) continuing treatment by a health care provider. This may include normal birth recovery as certified by a physician.

**8. I had a qualifying medical leave event. How much leave time am I eligible for and what will I get paid?**

For qualifying medical leave events, you are eligible for up to 20 weeks of paid leave per benefit year. The duration of your leave will be determined based on your medical condition. The first 8 weeks of medical leave will be paid at 100% of your total compensation, including salary, bonus and incentives, and the remaining time will be paid at 67% of your total compensation up to the IRS compensation limit for retirement benefits, which is \$345,000 for calendar year 2024. It is important to note that the maximum paid leave is 26 weeks of any combination of personal medical and family leaves.

**9. I am a birth parent. What benefits am I eligible for?**

As a birth parent you may be eligible for both medical leave and family leave. Medical leave may be used for any medical issues related to your pregnancy and for the birth recovery period as certified by your physician. The duration for your medical leave will be determined by your physician. Following medical leave, you will be eligible for up to 12 weeks of paid family leave for child bonding within the first 12 months of the birth, of your child. Pay rates for medical and family leave are listed in questions 10 and 7.

**10. I am a non-birth parent. What benefits am I eligible for?**

All parents, including non-birth parents, are eligible for up to 12 weeks of paid family leave which may be used within the first 12 months of the birth of your child. The first two weeks of family leave will be paid at full pay and the remaining duration will be paid at the state maximum PFML weekly benefit rate, which is \$1,149.90/week for CY 2024 and may be adjusted by the state periodically.

**11. What parental leave benefits will adoptive, foster or surrogate parents receive?**

All parents, including adoptive, foster, and surrogate parents, are eligible for up to 12 weeks of paid family leave which may be used within the first 12 months of the adoption or fostering of your child. The first two weeks of family leave will be paid at full pay and the remaining duration will be paid at the state maximum weekly benefit rate, which is \$1,149.90/week for CY 2024 and may be adjusted by the state annually.

**12. If my partner and I are both BUMG employees and are expecting a child, what are we eligible for?**

You and your partner are each eligible for your own family and/or medical leave benefits as a birth or non-birth parent and there is no reduction in benefits because you are both BUMG employees. For information on birth parent benefits, see question 11. For information on benefits for non-birth or adoptive/foster parents, see question 12-13.



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**13. If my partner and I are both BUMG employees and are going to be adoptive, foster, or surrogate parents, what benefits are we eligible for?**

You and your partner are each eligible for your own family leave benefits and there is no reduction in benefits because you are both BUMG employees. For information on benefits for adoptive/foster parents, see question 13.

**14. When can I take leave?**

You may take leave for the dates approved for your leave, which can be found in your leave approval letter. Intermittent parental bonding leave may be taken for up to 12 months from birth or placement of an eligible child. Intermittent leave schedules should be arranged in advance with your Department Chair.

**15. What happens if I have to take family or medical leave more than once during the year?**

You may take family and/or medical leave more than once during the year if you have more than one qualifying event. The maximum duration of paid family and medical leave you may take per benefit year is 26 weeks. Pay rates apply per qualifying event, not per benefit year. For instance, if an employee takes two approved medical leaves in a benefit year, up to the first 8 weeks of the first and the second leaves will be paid at 100% of the employee's total compensation, provided the combined duration of the two medical leaves does not exceed 20 weeks, which is the limit per benefit year for medical leaves.

**16. What is intermittent leave?**

Intermittent leave is leave taken in two or more separated periods instead of one continuous block of time. BUMG paid family leave may be taken intermittently. Intermittent parental bonding leave may be taken within 12 months from the date of birth or placement of the child. BUMG paid medical leave may be taken intermittently if medically necessary. Intermittent leave may be taken in increments of a half-day or more. Employees who wish to take a qualifying paid family and medical leave intermittently should arrange a schedule in advance with the Department Chair.

**17. What is a reduced leave schedule?**

A reduced leave schedule is a leave schedule that reduces an employee's usual number of working hours per workweek, or hours per workday. A reduced leave schedule is a change in the employee's schedule for a period of time, normally from full-time to part-time. BUMG paid family leave may be taken using a reduced leave schedule and BUMG paid medical leave may be taken using a reduced leave schedule when medically necessary. Reduced leave schedules should be arranged in advance with the Department Chair.

**18. How will I be paid for intermittent or reduced leave?**

Your leave pay will be based on the pay rates set forth in the policy, but will be reduced in direct proportion to your intermittent or reduced leave schedule.



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**19. How will my leave pay be calculated?**

Your leave pay will be calculated based on the pay rates set forth in the policy. In most cases, you will receive either your full pay or a percentage of your pay. A portion of your family leave may be paid at the state maximum benefit rate, which is \$1,149.90/week for CY 2024 but subject to periodic adjustment. Pay for intermittent or reduced leave schedules will be reduced in proportion to your schedule. At the time you apply and are approved for a leave, Matrix Absence Management will provide you with amount of your leave pay.

**20. Can I use my PTO or sick time to receive my regular pay?**

Yes, for any portion of your BUMG paid family or medical leave paid at less than your usual pay rate you may supplement your leave pay with available PTO or sick time to maximize your pay. This is not the same as extending your leave using PTO or sick time. Please confirm your available time with your Administrative Director and advise Matrix Absence Management of your intent to supplement when requesting a leave.

**21. What happens if I start leave before the academic year starting July 1 and my leave continues past July 1?**

The change in academic year will not affect the approved duration for your leave, but in some instances it may affect your leave pay. Any portion of medical leave paid based on the IRS salary limit may be affected as new limits take effect annually on July 1<sup>st</sup>. As PTO and sick time do not carry over from one academic year to the next, those with leaves straddling July 1 who wish to use PTO or sick time to receive full pay for family or medical leave paid at less than 100% of total compensation should consult with their Administrative Director.

**22. Will I receive a reduction to my wRVU target for my paid family and/or medical leave?**

Yes, you will receive a reduction to wRVU targets for approved family and medical leaves for the period of time that you are on leave.

**23. Do I need to provide any documentation for my leave request?**

Yes, all BUMG paid family and medical leaves are subject to certification requirements. For more information, please contact Matrix Absence Management at [MatrixAbsence.com](http://MatrixAbsence.com) or by phone at 877-202-0055 at the time you are applying for a leave.

**24. What if I disagree with the time approved for my leave?**

If you disagree with the decision in your leave letter, you have a right to appeal. To appeal, contact Matrix Absence Management at [MatrixAbsence.com](http://MatrixAbsence.com) or by phone at 877-202-0055.

**25. Will I still receive all my regular benefits during my leave?**

While on paid family or medical leave, you will keep any BU health insurance benefits you have elected and you will continue to have the employee portion of medical and dental premiums deducted from your pay. If you do not return to work after leave, you may be required to pay the full cost of health insurance premiums for your leave.