

Eligibility: FMLA eligible employees
Paid by: 70% CML, 30% PTO if available

Paid Caregiver Leave Guide

To prepare for caregiver leave, below you'll find a list of action items that you will be responsible for before, during, and after your leave.

1. Requesting Paid Caregiver Leave

- a. Please contact Angela Smalley (asmalley@columbuslibrary.org) or 614-849-1067 in HR to discuss your leave request. CML offers paid caregiver leave in conjunction with FMLA.
- b. Paid Caregiver Leave (PCL) for eligible employees caring for a covered family member with a serious medical condition. PCL will run concurrently with an employee's Family and Medical Leave Act (FMLA) leave and does not extend the total amount of FMLA leave.

2. Eligibility for Paid Caregiver Leave

- a. CML employees that meet the following criteria are eligible for PCL:
 - i. Be eligible for Family and Medical Leave as outlined in the Family and Medical Leave Policy.
 - ii. Have not exceeded a maximum of six-weeks of PCL in a rolling 12-month period.
 - iii. To receive PCL, employees must serve as the primary caregiver taking care of a spouse, domestic partner, child or parent who is suffering from an illness, injury, impairment or condition that qualifies under the FMLA.
 - iv. FMLA for employees who have worked with the Library for at least 12 months and have worked at least 1,250 hours during the 12 months immediately prior to the start of FMLA.

3. Duration, Timeframe & Compensation of Paid Caregiver Leave

- a. Eligible employees will receive a maximum of six weeks of PCL in a rolling 12-month period. PCL may be taken intermittently in two (2) blocks of time.
- b. An employee may only use PCL one time per rolling 12-month period.
- c. PCL will run concurrently with an employee's FMLA leave.
- d. Each work day of PCL will be compensated at 70% of the employee's regular, straight-time rate of pay.
- e. Available Paid Time Off (PTO) must be used concurrently with PCL.

4. Applying for Paid Caregiver Leave

- a. Application to apply for Paid Caregiver Leave and FMLA (Certification of Healthcare Provider for Family Member) are both required and are located on MyCML> Staff Forms or by contacting the Leave Administrator.
- b. Applications should be submitted at least 30 days in advance of leave when possible.

5. Applying for FMLA

- a. Have your physician complete the Certification of Healthcare Provider for Family Member located on MyCML> Staff Forms.
- b. The physician's office should fax completed form to Angela Smalley in HR at 614-849-1167.

6. Completing your Timecard while on Paid Caregiver Leave

- a. Work with your supervisor to ensure alignment on how the timecard will be completed and submitted.
- b. Add a line and choose the “Paid Caregiver Leave” pay code for a day of the week that you would normally be scheduled to work.
- c. Hours: Multiply the # of hours that you would normally be scheduled to work on that particular day by .70.
 - i. Example: If you normally work 8 hours, you would type 5.6 hrs (8*.7).
 - ii. **EXEMPT STAFF:** ADP only allows exempt staff to enter time in 0.25-hour increments. If the employee’s leave is starting on Monday, enter 5.5 PCL hours for Monday-Thursday, and 6 PCL hours for Friday. If the leave is starting on different day of the week, enter 5.75 hour of PCL.
- d. Add a Blank Row:
 - i. If you have PTO and are on an FMLA leave, use the *PTO FMLA* pay code and type the # of hours. The # of hours should be the difference between the total hours and what you used under the Paid Caregiver Leave code (8 hrs – 5.6 hrs = 2.4 hrs).
Exempt staff will enter PTO in appropriate increments based on guidance above. Total hours should equal 8 for the day. Example: If employee used 5.5 hours of PCL then PTO will be 2.5.
 - ii. If you do not have PTO and are on an FMLA leave, use the *FMLAUNPD* pay code and type the # hours. The # of hours should be the difference between the total hours and what you used under the Paid Caregiver Leave code (8 hrs – 5.6 hrs = 2.4 hrs).

7. Paying for Benefits While on Leave

- a. During the PCL period, the employee will maintain access to all benefits in which they were enrolled prior to taking the leave as if they were taking any other form of paid leave.
- b. You will have the regular premiums deducted from your pay check. You may be responsible for benefits premium if your benefits deductions exceed the amount paid via PCL.
- c. If you are on an FMLA approved leave and have exhausted your Paid Caregiver Leave and PTO, you will be responsible for the employee portion of the premium cost via check. A letter requesting payment will be sent to your home address.
- d. If a CML paid holiday occurs while the employee is on PCL, the day will be recorded as PCL and will not extend the total PCL payment amount.
- e. While an employee is on PCL, PTO accruals shall cease.
- f. After PCL is exhausted, and while continuing to receive FMLA leave, the employee will be compensated through the employee’s available PTO. Upon exhaustion of accrued PTO, any remaining leave will be unpaid.

Paid Caregiver Leave Checklist

- ✓ Contact HR (asmalley@columbuslibrary.org) to discuss PCL and for any questions related to this leave.
- ✓ Complete application for Paid Caregiver Leave (PCL) located on MyCML and email to (asmalley@columbuslibrary.org).
- ✓ Have your family member's physician complete the Certification of Healthcare Provider for Family Member for FMLA that is located on MyCML and fax to Angela Smalley at 614-849-1167.
- ✓ Contact Payroll & Benefits (payrollbenefits@columbuslibrary.org) to discuss benefits, PTO, pay and timecard questions while on PCL leave.