

Maternity Leave Quick Guide

Requesting Your Leave

- Make request for leave and short-term disability (STD), if applicable, by contacting Aflac via
 - An online request after creating an online account using the [Absence Portal](#)
 - **OR** A telephonic request by calling 833-853-1998
- Contact Aflac at 833-853-1998 again once you officially go out so they can begin your leave and STD on the correct date.
- If Family Medical Leave (FMLA) eligible (have 12 months of service and have worked 1,250 hours within the 12 months prior to requesting the leave), you will have up to 12 weeks of leave entitlement for pregnancy and bonding, if you have not used any FMLA entitlement time during the 12 months prior to the leave. If you wish to take longer than your FMLA entitlement for bonding a personal leave request must be made through your leader. Personal leaves are approved at the discretion of the leader and HR business partner.
- If not FMLA eligible, you will be approved for a Non-FMLA Maternity Leave under the SC Pregnancy Act which will be approved for the length of time deemed medically necessary by your healthcare provider.
 - Typically, 6 weeks for natural delivery and 8 weeks for C-section barring no complications.
 - Additional time is provided for eligible team members under the Paid Parental Leave program for up to 6 weeks following short term disability. Please review the Paid Parental Leave FAQ for more information.

Your Pay While on Leave

- For full-time and part-time team members, STD is paid by Aflac for the period of time deemed medically necessary by your healthcare provider and any remaining time taken under an approved leave will be unpaid unless using Paid Time Off (PTO). The STD benefit amount is determined using your base pay at your FTE prior to the leave start date. Any overtime that may have been worked is not used in the calculation. You will be paid the determined benefit amount from Aflac weekly via a live check mailed to your home address on file or by direct deposit if you enrolled in that option. If you have Discretionary Time Off (DTO) or Provider Salary Continuation (PSC) you are not eligible for STD.
- The option to not use PTO only exists if you are approved for both FMLA and STD benefits while on leave. The decision to not use PTO is for the entirety of the approved leave. You will be asked this question when making request for leave and STD from Aflac. In the event that you choose to change your answer after completing intake with Aflac please contact the Leaves team at Leaves@PrismaHealth.org.
- When using PTO, it will be at 100% of your FTE during the elimination period of 14 calendar days, then during the medically necessary period it drops to 50% of FTE with base STD or 33% with the STD buy-up and then back to 100% of FTE if you continue to be off on an

approved leave. If you are interested in prorating your PTO, please contact the leaves team at Leaves@PrismaHealth.org to discuss proration options.

Usage of PTO During Leave

Birthing Parent Pay Schedule – 6 Weeks of Short-Term Disability

If eligible for FMLA, team members have the option to not use PTO.

Weeks	Short Term Disability (Maternity Leave)	Prisma Health Paid Parental Leave	PTO (If Available)
Week 1	0%	0%	100%
Week 2	0%	0%	100%
Week 3	50%	0%	50%
Week 4	50%	0%	50%
Week 5	50%	0%	50%
Week 6	50%	0%	50%
Week 7	0%	50%	50%
Week 8	0%	50%	50%
Week 9	0%	50%	50%
Week 10	0%	50%	50%
Week 11	0%	50%	50%
Week 12	0%	50%	50%

Birthing Parent Pay Schedule – 8 Weeks of Short-Term Disability

If eligible for FMLA, team members have the option to not use PTO.

Weeks	Short Term Disability (Maternity Leave)	Prisma Health Paid Parental Leave	PTO (If Available)
Week 1	0%	0%	100%
Week 2	0%	0%	100%
Week 3	50%	0%	50%
Week 4	50%	0%	50%
Week 5	50%	0%	50%
Week 6	50%	0%	50%
Week 7	50%	0%	50%
Week 8	50%	0%	50%
Week 9	0%	50%	50%
Week 10	0%	50%	50%
Week 11	0%	50%	50%
Week 12	0%	50%	50%
Week 13	0%	50%	50%
Week 14	0%	50%	50%

Benefits While on Leave

- Benefit premiums must be maintained while on leave. If you are not using or run out of PTO, you can make premium payments online following these instructions:
 Sign into the US Bank Payment Portal <https://pay.instamed.com/PRISMA.BENEFITS>. You may pay by credit card or debit card. You will need to pay the amount specific to your benefits in arrears. Please call Ask HR at 833-775-7678 to obtain your arrears balance on payroll Friday. Please do not pay an amount other than what is owed by rounding up. If you experience any issues with the steps below, please call 844-647-6570 for assistance.
 1. Once online you will type your Employee ID Number, Name and Email address and click "Next".
 2. Enter the total amount due and your credit card or debit card information and click "Next".
 3. Click "Confirm" to complete payment. You will receive an email receipt.
- Benefits will terminate at the end of the month following 90 days on leave if you are not back at work. A COBRA packet will be mailed by the COBRA provider to your address in Workday.
- If your benefits are terminated, you will have 30 days from the date of your return to work to re-enroll in benefits. The effective date of your coverage will be the date of your return.
- Adding your newborn to your Prisma Health benefits must be completed within 30 days of the child's date of birth.
 - Coverage will be effective retroactively to the child's date of birth.
 - If adding the child changes your level of coverage, premiums will be collected retroactively to cover the child back to the date of birth.
 - Required documents to process enrollment (only one of the 3 is needed)
 - Birth certificate (long form)
 - Hospital-issued souvenir birth certificate
 - Copy of hearing test
- Benefits changes are now processed through Workday. You will need to create your qualifying life event (QLE) in Workday by clicking on the Benefits and Pay application and choosing "Change Benefits" in the Task & Reports section. Once you enter the event date and upload your required documentation, you can go into your benefits and add your newborn to your coverage. If you need any assistance with this process, please contact the Benefits team at 833-775-7678 or AskHR@PrismaHealth.org.

Returning From Leave

You must provide a note from your treating provider verifying that you are able to return to work either full duty or outline the nature and duration of any restrictions.

- If you are returning with restrictions of any kind such as a modified work schedule or physical restrictions, you need to send your note from the treating provider that includes the restrictions to Aflac as soon as possible. This will initiate the accommodation process

between you, Aflac, and Prisma Health's accommodations team. If you return to work with restrictions without first engaging in the accommodations process, you will not be cleared to return to work.

- If you are returning full duty with no restrictions, you must provide a copy of your return to work note to Aflac no later than two (2) calendar days prior to the date that you return to work from your leave and also send a copy to Employee Health by emailing EmployeeHealth@prismahealth.org so they have it on file when you return.
 - As part of the clearance process, Employee Health will review your Employee Health record to confirm you are up to date with all required vaccinations and/or testing. If you are not up to date, you may need to visit an Employee Health location to have these services performed or you may email confirmation of completion to Employee Health.

Important Numbers:

Aflac (833-853-1998)

Prisma Health Human Resources (833-775-7678)

Employee Health

Upstate (864-455-8994)

Midlands (803-296-5995)

Important Emails:

The Leaves Team – Leaves@PrismaHealth.org

For questions regarding the leaves process

The Benefits Team – Benefits@PrismaHealth.org

For benefits questions