



## Frequently Asked Questions Personal/Family Leave

Mastery is committed to assisting you through this time in your life. This guide provides information on our personal/family leave process, benefits and resources available to you, and answers some questions you may currently have. Please review this information and contact HR ([HR@Masterycharter.org](mailto:HR@Masterycharter.org)) with any additional questions.

### Table of Contents

<b>How Mastery's Personal/Family Leave Process Works .....</b>	<b>2</b>
1) Notification .....	2
2) Claim Submission .....	2
3) Pay During Your Leave .....	2
4) Returning from Personal/Family Leave .....	3
<b>Matrix Administration of FMLA and NJFLA Benefits .....</b>	<b>4</b>
1) If I am going out on a leave of absence, what steps do I need to take to start a leave claim? .....	4
2) How to report a personal/family leave claim: .....	4
3) Benefits you may be eligible for: .....	4
4) What is FMLA? .....	5
5) I am eligible for both FMLA and other benefits. Do FMLA and the other benefits run concurrently or consecutively? .....	5
<b>Frequently Asked Questions.....</b>	<b>7</b>
1) What happens to my benefits while I am on leave?.....	7
2) Can I use PTO to extend my leave of absence? .....	7
<b>Additional Mastery Leave Policies .....</b>	<b>8</b>
Paid Time Off (PTO).....	8
Summer Pay .....	8
Same Employer Limitation .....	8
Reinstatement.....	8
Failure to Return from Leave .....	9
<b>Workday Leave of Absence Request Types .....</b>	<b>10</b>

## How Mastery's Personal/Family Leave Process Works

### 1) Notification

**You must provide your manager and HR with reasonable advanced notice of your need for leave by submitting an absence request in Workday or written correspondence to [HR@masterycharter.org](mailto:HR@masterycharter.org). This submission will serve as formal notification of your request for leave and will be utilized by managers and HR to stay apprised of your leave plans. Once notified, HR will provide pertinent information on the leave process and your responsibilities before, during and after your return from leave.**

- a) **Employees must submit an absence request in Workday.** This process is similar to entering a paid-time off request but instead you may select a range of dates to coincide with your anticipated leave dates. Please use 'leave of absence' as your reason code.
- b) Once your request has been received, HR will provide additional information. Please note, you are still required to file a claim with Matrix Absence Management. You will also be provided with the following items:
  - Instructions for opening a claim with Matrix Absence Management.
  - This document (**Frequently Asked Questions- Personal/Family Leave**) will also be provided. It outlines pertinent information related to the leave process and serves as a valuable resource as you prepare for leave.

### 2) Claim Submission

**Open a claim for FMLA and NJFLA (NJ employees only) benefits with Matrix Absence Management (Matrix) no more than 45 days before the start of your claim.**

- a) Requests for leave must be submitted to Matrix via phone at 877-202-0055 or online at [matrixabsence.com](http://matrixabsence.com). You must provide a valid phone number for yourself and contact information for your medical provider with your claim submission.
- b) Enter your Matrix claim number in Workday in the inbox notification to confirm that your Matrix claim has been filed.
- c) Continue working until your leave start date, if applicable. Contact HR ([HR@masterycharter.org](mailto:HR@masterycharter.org)) and Matrix if your leave start date needs to be changed for any reason.

### 3) Pay During Your Leave

**Mastery requires employees to use all accrued Paid Time Off (PTO) during the unpaid portion of your leave.**

- a) To use your PTO during your leave, you must enter the requests in Workday. Additional information on the paid/unpaid portions of your leave can be found below. We strongly encourage you to make the appropriate plans for yourself and your family in anticipation of this unpaid portion of your leave.

**4) Returning from Personal/Family Leave**

**Your anticipated return date will be as outlined on your original leave request or on the first working day following the exhaustion of your FMLA and/or NJFLA entitlement(s).**

**IMPORTANT:**

All 10.5 month employees taking a leave of absence of any length during the school year (for any reason) will have their summer pay prorated commensurate with the amount of time they have worked during the school year. This prorated summer pay will be dispersed on a bi-weekly basis throughout the summer.

## Leave Benefit Availability and Eligibility

### Matrix Administration of FMLA and NJFLA Benefits

#### 1) If I am going out on a leave of absence, what steps do I need to take to start a leave claim?

It is the employee's responsibility to contact Matrix to open a leave claim. You will be asked to provide details of your need for leave, the date(s) of any upcoming procedures (if applicable), and the contact information of your family member's medical provider. Please ensure your family member's medical provider also completes and returns the required documentation to Matrix in a timely manner.

#### 2) How to report a personal/family leave claim:

1-877-202-0055 or visit: [matrixabsence.com](http://matrixabsence.com)

Please have this information handy:

- Your name, address, phone number, birth date, and social security.
- Your employer's name, address and phone number and your date of hire (available in Workday).
- Date of your claim (i.e. surgery/injury date) and when you plan to return to work.
- Name, address and phone number of each doctor you are seeing for this absence.

#### 3) Benefits you may be eligible for:

Benefit	Who Provides this Benefit?	Entitlement	Eligibility	Pay Status	Additional Information
<b>New Jersey Family Leave Act (NJFLA)</b>	State of New Jersey (Applicable to NJ employees only)	12-weeks of job-protected leave within a 24-month period for eligible reasons	Must be an employee for at least 12-months and have worked at least 1,000 hours over the previous 12-months (prior to request)  <b>Must be an employee of Mastery Schools of Camden</b>	<b>UNPAID</b>	<a href="https://www.myleavebenefits.nj.gov/labor/myleavebenefits/worker/resources/jobprotection.shtml">https://www.myleavebenefits.nj.gov/labor/myleavebenefits/worker/resources/jobprotection.shtml</a>
<b>New Jersey Family Leave Insurance (NJFLI)</b>	State of New Jersey Temporary Disability Benefits Law (Applicable to NJ employees only)	Paid benefits for up to 12 consecutive weeks or up to 8 weeks of intermittent leave in a 12-month period for bonding with a newborn or newly adopted child or to care for a seriously ill family member.	Employees of all private and governmental employers subject to the NJ Unemployment Compensation law (i.e. Mastery Schools of Camden Employees).  <b>Must be an employee of Mastery Schools of Camden</b>	<b>PAID</b>	<a href="https://www.myleavebenefits.nj.gov/worker/fli/">https://www.myleavebenefits.nj.gov/worker/fli/</a>

<b>Family Medical Leave Act (FMLA)</b>	The Federal Government	12-weeks of job-protected leave within a 12-month period for eligible reasons	Must be an employee for at least 12-months and have worked at least 1,250 hours over the previous 12-months (prior to request)	<b>UNPAID</b>	<a href="https://www.dol.gov/general/topic/benefits-leave/fmla">https://www.dol.gov/general/topic/benefits-leave/fmla</a>
--	------------------------	---	--	---------------	---

#### 4) What is FMLA?

FMLA: The Family Medical Leave Act (FMLA) provides 12-weeks (or 60 days\*) of unpaid job-protected leave in a defined period (Mastery uses a 12-month 'look back' period from the date of each request) for eligible reasons. These reasons include: pregnancy, prenatal care and or child birth, to care for a child after birth, placement for adoption or foster care, care for an employee's spouse's child or parent who has a serious health condition, serious health condition that renders the employee unable to work.

- FMLA entitlement is not impacted by the state in which you are employed (i.e. whether you work at a PA or NJ Mastery school).
- In order to be eligible for FMLA you must have been employed by Mastery for at least 12 months and have 1,250 hours of service in the 12-months preceding your leave of absence.

You may contact your campus manager/HR to request FMLA on an intermittent basis or to request a reduced schedule if you do not require a continuous leave of absence. The request will need to be approved by your manager.

#### 5) I am eligible for both FMLA and other benefits. Do FMLA and the other benefits run concurrently or consecutively?

FMLA runs concurrently with all other benefits.

#### New Jersey Employees ONLY

##### **NJ Family Leave Insurance:**

Under the NJ Paid Family Leave Policy, the state of NJ provides wage replacement for eligible reasons including to care for a family member. Please visit [myleavebenefits.nj.gov](http://myleavebenefits.nj.gov) for list of eligible reasons. This policy is completely managed and administered by the state of New Jersey so you must submit your information to the state directly for this benefit. It is the employee's responsibility to apply for these benefits with the state of New Jersey if desired. Benefits are provided on a case-by-case basis and without regard to eligibility for FMLA or NJFLA benefits.

Additional information as well as the application can be found on the NJ Department of Labor Website.

[FAQs](#)

**NJ Family Leave Act:**

Mastery Schools of Camden employees may be eligible for an additional 12-week unpaid job-protected leave under the NJ Family Leave Act to care for a family member with a serious health condition. This leave must commence within a 24-month period. This leave may also be taken intermittently or on a reduced leave schedule (provided it does not extend beyond 24 consecutive weeks) with campus approval.

Please note, time taken to care for a family member is an eligible leave reason covered by both FMLA and NJFLA and the time taken will count against both leave entitlements. Employees taking NJFLA leave must provide the employer with at least 30-day's notice of this intent with the exception of emergency situations.

## Frequently Asked Questions

### 1) What happens to my benefits while I am on leave?

Your benefit coverage will continue as it would were you not on a leave of absence; however, all applicable benefit premium payroll deductions will cease until you return to active status\*. Once the leave of absence period has ended, and you return to active status, a single deduction constituting all applicable benefit premium payments owed will be taken from your first paycheck. This does not include any applicable retirement contributions. If the premium deductions constitute more than a single paycheck, applicable deductions will continue until all premium payments have been received. Should you fail to return from leave all applicable contributions will be deducted from your final pay check. Mastery reserves the right to recover the employer's share of health plan premiums, in addition to the employee's share, if the employee fails to return to work after their FMLA leave has been exhausted.

\*Please note: Applicable benefit deductions will be deducted from your pay during your leave of absence when PTO is entered in Workday and paid out in Mastery's bi-weekly payroll cycle.

### 2) Can I use PTO to extend my leave of absence?

Employees are required to use all accrued PTO during the unpaid portion of their leave of absence period. PTO may not be used to extend an employee's leave of absence period.

To be paid PTO during the unpaid leave period, employees must enter their time off requests in Workday (following the normal submission process) and the PTO will be paid in accordance with our bi-weekly pay schedule. Should the employee fail to input PTO as outlined above all applicable accrued time will be dispersed via direct deposit within the first pay cycle following the employee's return to active status.

Please note PTO does not accrue during a leave of absence; once you return to work, your PTO bank will begin to accrue per pay period. PTO is accrued per pay period at the following rates:

#### 12 Month Staff

*5.53 Hours of PTO per pay period*

#### 10 Month Staff

*2.43 Hours of PTO per pay period*

### 3) What happens if there is a school break during my leave?

Because you would not have been required to report to work during scheduled school breaks of 3 days or more, i.e. winter break/spring break, that period of time is not counted against your leave entitlement. Employees will not receive regular pay for the breaks that fall during their leave but will be paid according to leave pay guidelines under parental leave and short-term disability. Example: If an employee begins their FMLA in March and it extends through May, the one week of spring break will not count against the 12 weeks of FMLA that they are entitled to, nor will the employee receive one week of regular pay for spring break.

## **Additional Mastery Leave Policies**

### **Paid Time Off (PTO)**

Mastery requires employees to use all accrued Paid Time Off (PTO) during the unpaid portion of your leave. These requests must be submitted via Workday and will be paid via direct deposit in the applicable pay period. Upon return to active status all remaining accrued PTO will be paid out within the applicable pay cycle commensurate with the length of unpaid leave taken.

During intermittent FMLA, employees must use any accrued PTO concurrently.

### **Summer Pay**

All 10.5 month employees taking a leave of absence of any length during the school year (for any reason) will have their summer pay prorated commensurate with the amount of time they have worked during the school year. This prorated summer pay will be dispersed on a bi-weekly basis throughout the summer.

### **Same Employer Limitation**

A married couple or domestic partners who are eligible for FMLA leave and are employed by the same covered employer are limited to a combined total of 12 weeks of leave during a rolling 12-month period if the leave is taken to care for the employee's parent with a serious health condition, for the birth of the employee's child or to care for the child after the birth, or for placement of a child with the employee for adoption or foster care or to care for the child after placement. If one spouse or domestic partner is ineligible for FMLA leave, the other spouse or domestic partner would be entitled to a full 12 weeks of FMLA leave. Where spouses or domestic partners both use a portion of the total 12-week FMLA leave entitlement for either the birth of a child, for placement for adoption or foster care, or to care for a parent, the spouses or domestic partners would each be entitled to the difference between the amount they have taken individually and 12 weeks for FMLA leave for other purposes. For example, if each spouse or domestic partner took six weeks of leave to care for a parent, each could use an additional six weeks due to their own serious health condition or to care for a child with a serious health condition. If leave is taken for other reasons, such as the employee's own serious health condition or to care for a child with a serious health condition, the spouses or domestic partners can each use up to 12 weeks of leave individually.

For employees not eligible for job protection under the Family and Medical Leave Act, Mastery Schools may grant the leave and will make every effort to maintain your position dependent on the functionality of the school. HR will work with you supervisor/Principal on reviewing your non-FMLA request.

Employees not eligible for job protection under FMLA are those who have worked less than a year or less than 1,250 hours in the previous 12 months or those that have exhausted leave under FMLA.

### **Reinstatement**

Upon return from an approved leave the employee will be returned to the position held before leave or to a role equivalent to the position previously held in terms of benefits, pay, terms and conditions of employment. If during the leave period the employee would have lost their position were they not on



leave due to good faith reduction of staffing, layoff or per contract terms, the employee is not entitled to reinstatement to the former or equivalent position.

**Failure to Return from Leave**

The failure of a Mastery Schools employee to return to work upon the expiration of a family, medical or military leave of absence will subject them to immediate termination unless an extension is granted or in certain cases where a continued disability exists. An employee who requests an extension of family, medical or military leave due to the continuation or recurrence of their own health condition or their family member, must submit a request for an extension in writing to Matrix who will then communicate the request to Human Resources. This written request must be made at least two (2) weeks prior to the expiration of the FMLA. If an employee fails to make the written request for an extension of the FMLA, the employee will be expected to return to work at the end of the expiration date of FMLA and if the employee does not return to work, he/she will be terminated. Once an employee is able to work and has a clearance from a healthcare provider, the employee may apply for any current open positions for which he/she may qualify. Mastery reserves the right to recover the employer's share of health plan premiums, in addition to the employee's share, if the employee fails to return to work after their FMLA leave has been exhausted.

Please refer to the Mastery Schools Employee Handbook (PA and NJ version available) for additional information related to our Leave of Absence policies.

## Workday Leave of Absence Request Types

Leave of absence requests must be submitted in Workday for time needed out of the building. These submissions will serve as formal notification of a request for leave of absence and will be utilized by campus managers and HR to accurately track and manage employee leaves requests moving forward.

Mastery offers the following leave of absence request types in Workday:

Leave Type Name	Request Leave for:	For additional information, view the following document(s):
Leave of Absence	Any leave of absence request including Parental Leave, Medical Leave, Adoption Leave, Care for Newborn, Family Leave, Foster Care Placement, NJ Family Leave, etc.	Mastery Employee Handbook; applicable FAQ
Intermittent FMLA	Leave taken intermittently for your own medical condition.	Mastery Employee Handbook
Military Absence	The serious injury/illness of a service member for which I am the spouse, son/daughter, parent or next of kin.	Mastery Employee Handbook
Military Absence	Leave for your own active military service, training, and/or military reservist duties.	Mastery Employee Handbook

You will only be able to submit leave requests for leave types that you are eligible for as defined by state and/or federal regulation or Mastery policy. You are responsible for informing both your Manager and HR of any changes in your leave plans (including anticipated leave start and/or end dates). If you have questions regarding your leave eligibility you may send them to [HR@masterycharter.org](mailto:HR@masterycharter.org).