

Massachusetts Paid Family and Medical Leave (MA PFML) Checklist for Faculty and Academic Appointees

This checklist is for faculty members and academic appointees who intend to take a leave related to one of the following reasons:

- One's own serious health condition
- Bonding with a newborn, adopted, or fostered child
- A qualifying military exigency
- Care for a family member who is a covered service member
- Care of a family member with a serious health condition (effective July 1, 2021)

Prior to the Start of the Leave	
☐	Review with your faculty affairs administrator your eligibility for length of leave and pay during the leave, based on the Academic Plan (1, 2, or 3) for which you are eligible.
☐	Work with your faculty affairs administrator, in coordination with your Department Chair and Dean, to make arrangements for the absence.
☐	You can report your leave (and personal, medical information) directly to Lincoln, the third party administering these leaves for Harvard <u>OR</u> your faculty affairs administrator may contact Lincoln to report your leave on your behalf. In both cases, your faculty affairs administrator responsible for managing the leave for you and the School will have access to the leave record in the Lincoln system. The following information will be needed when the leave is submitted: • Leave start/end dates • Continuous or intermittent leave • Leave reason and type (identified above) • If leave is due to your own serious medical condition, the medical diagnosis and health care provider contact information if helpful to include, if available.
☐	If you choose to report your leave to Lincoln, you can do so as follows: Phone: Call the Harvard-dedicated number at 1-844-600-3978. Intake is available 8AM – 10 PM EST, Mon – Fri. Online: Visit My Lincoln Portal® at mylincolnportal.com and click on “Register for an account” under the “Log In” button. Employer Code: Harvard (not case sensitive). Instructions will be provided on the website throughout the process.
☐	Lincoln will send you an acknowledgement of your MA PFML and FMLA leave if applicable. This package will inform you if additional forms or documentation are needed and it will include the MA PFML and FMLA rights and responsibilities notice(s). Your faculty affairs administrator will also be able to view a copy of the communications sent to you.
☐	Watch for an email from Lincoln (with a copy to your faculty affairs administrator) acknowledging receipt of your leave request. The email will summarize the leave(s) for which you are eligible, the associated leave ID(s) and the assigned Integrated Claims Specialist's contact information. Your faculty affairs administrator will notify your Department Chair and Dean of leave approvals (and any denials).
☐	Please respond promptly to information requests from Lincoln.
During the Leave	
☐	If you require an accommodation in order to return to work, please contact your faculty affairs administrator. University Disability Resources will also assist with the accommodation process and request.
☐	If your leave is denied, additional action will be required to appeal Lincoln's decision. If the denial is due to: • Lack of information: You and/or your health care provider may not have provided Lincoln with the requested information within the required deadlines. • Other reason: In this case, you can appeal the decision by contacting your Lincoln Integrated Claims Specialist.
Prior to Return from Leave	
☐	Notify Lincoln immediately of any updates to your leave dates or if an extension is required. Failure to do so may impact your pay.
☐	Check with your faculty affairs administrator to ensure that the proper documentation has been received in order for you to return to work (required for one's own serious health condition only).