

Maternity Disability Leave Guidelines – Washington D.C. Effective January 1, 2024

Congratulations on your soon to be new family member! Pregnancy disability leave is the most common type of leave and specific benefits do apply, that's why we've developed the following guide to help set your expectations as to what will happen during a "typical" maternity leave process and the timing involved. Your leave of absence will be unique to you, but this guide will provide information that applies to most maternity leaves of absence.

Which employees are eligible?

- All employees working continuously with Premier Talent Partners for a minimum of 12 months.
- All employees in Washington D.C. who make more than \$117,606.67 annually are encouraged to apply for short term disability to replace your income.

When Your Leave Begins

Your leave will begin when it has been approved by HR or when your physician certifies that you are unable to work due to your pregnancy. Please report your need for leave a minimum of 30 days before your expected Due Date. It is common to begin pregnancy leave up to 2 weeks prior to delivery (and sometimes 4 weeks); however, some employees do work until the actual due date.

Contact Shaun with Newfront Insurance (shaun.dubrow@newfront.com) and Premier at people@premiertalentpartners.com prior with a doctor's certification.

You will normally be considered disabled for six weeks after the birth of your baby, regardless of the time you were out prior to delivery, and in some cases longer with certification from a doctor. You will receive disability benefits as shown below only while you are considered disabled.

For information on how to contact Washington DC to initiate the prenatal leave process, please visit:

<https://dcpaidfamilyleave.dc.gov/how-to-apply-for-benefits/>

Specifics for Pregnancy Leave

After you are no longer considered disabled, your disability benefit payments will stop. At that point, you may receive additional paid time off, if you decide to take Bonding Leave with your child.

Please contact people@premiertalentpartners.com to confirm if you would qualify for this additional benefit.

Healthcare Benefits While On Leave

Your benefits will remain unchanged for up to 4 months and the normal employee portion of the benefits cost will apply. If your total leave time is more than 4 months, your benefits will be terminated and you will be offered COBRA. If you are currently enrolled in Premier benefits, you will be required to pre-pay your premium contribution for the time of your leave prior to last day worked.

If you want to add your new child to Premier Talent Partners benefits (medical / dental / vision / life) or make other changes to your benefits, please log-in to **UKG within 30 days of your baby's birth**

Don't forget to take advantage of your UHC Employer Assistance Program (EAP) benefits.

Call UHC EAP: [1-866-302-4480](tel:1-866-302-4480) or liveandworkwell.com; access code **LIFEBENSVS**

How You're Paid While On a Maternity Leave

CALENDAR DAYS 1-7

Disability Qualification Period: This is the unpaid waiting period before the benefit kicks in.

STARTING DAY 8

You will begin receiving disability income up to 60% of your weekly earnings.

How You're Paid While on Maternity Leave

- You must apply for Washington D.C. prenatal leave first. It is your responsibility to apply with Washington D.C.. The max payment one can receive from Washington D.C. Paid Family Leave is \$1,049.00 per week.
- If your earnings exceed \$117,606.67 per year, it is recommended to submit a claim with UHC following the Washington D.C. prenatal claim. Please complete the UHC STD Claim form and submit to shaun.dubrow@newfront.com.
- The maximum disability benefit you will receive from ALL sources is 60% of your weekly earnings.

Applying for prenatal leave is your responsibility and is a three-step process for you:

1. Print an application from the link below or [apply online. https://dcpaidfamilyleave.dc.gov/how-to-apply-for-benefits/](https://dcpaidfamilyleave.dc.gov/how-to-apply-for-benefits/)
2. Complete your portion of the application and submit.
2. Have your physician complete the physician's statement and submit.

Benefits that you receive from the State will not be taxed. Payments from UHC will be taxed.

YOU ARE NOT ELIGIBLE TO RECEIVE REIMBURSEMENTS, STIPENDS, BONUS OR COMMISSION PAYMENTS while (on Leave) you are receiving disability payments, as they will reduce the amount of disability benefit that you may receive. Any bonus or commissions will be paid after your disability benefits end and you return to work.

EXAMPLE OF PAYMENT WHILE ON PREGNANCY LEAVE: Mother Requesting 3 Weeks Leave Prior to Due Date

Time Period (Calendar Weeks)	Compensation	
During the last 2 weeks of pregnancy		
Week 1 (Calendar Days 1-7)	Disability Qualification Period	Employee has the right to access the Premier Flexible Time Off plan (if eligible) or go without income.
Week 2-3 (Starting Day 8)	<u>Washington DC Prenatal Leave</u>	Disability Benefits: Two Week Washington DC Prenatal care leave begins
Baby is born and is covered under mother's medical plan for 30 days. You have 30 days to add your baby to your benefit plan. To add your baby to your medical plan, reach out to benefits@premiertalentpartners.com		
Weeks 4-9	Maternity Leave / Disability Leave	Disability benefits continue: Approximately 60% weekly earnings. Approximately 60% from UHC STD (8 weeks if approved after the normal 6).

FMLA: Family and Medical Leave Act is a federal law that provides job protection for up to 12 weeks. This Federal law is also only job protection, and not income replacement. Premier is in compliance with FMLA. For more information on FMLA, please visit <https://www.dol.gov/general/topic/benefits-leave/fmla>

