

DARTMOUTH

Family Medical Leave (FML) Transition / Frequently Asked Questions (FAQs)

(Question) What is FMLA?

Response - The Family Medical Leave Act <https://www.dol.gov/agencies/whd/fmla> provides eligible employees with up to 12 weeks of unpaid job protection. (Access dartmouth.org/disability for additional information about Dartmouth's FMLA policy.)

The Family and Medical Leave Act (FMLA) provides eligible employees up to 12 workweeks of unpaid leave a year and requires group health benefits to be maintained during the leave as if employees continued to work instead of taking leave. Employees are also entitled to return to their same or an equivalent job at the end of their FMLA leave. The FMLA also provides certain military family leave entitlements. Eligible employees may take FMLA leave for specified reasons related to certain military deployments of their family members. Additionally, they may take up to 26 weeks of FMLA leave in a single 12-month period to care for a covered service member with a serious injury or illness. FMLA is unpaid leave that runs concurrently with Short-Term Disability and other forms of compensation such as parental leave, personal time or vacation time.

(Question) Who is Lincoln Financial Group (LFG)?

Response - Dartmouth's administrator for short-term disability, long-term disability and FMLA.

(Question) What's changing and when is it effective?

Response - Beginning September 1, 2024, Dartmouth is changing the administrator of our Family Medical Leave (FML) benefit. As you may know, FMLA offers up to 12 weeks of unpaid job protection for eligible employees who need to be out of work for bonding with a newborn child, their own medical condition, or the medical condition of their spouse, parent or child. (Access dartmouth.org/disability for additional information about Dartmouth's FMLA policy).

(Question) What's not changing?

Response - Short-Term Disability has always been and will continue to be administered by Lincoln. Parental leave will continue to be administered by Dartmouth (for Parental leave, contact the Disability Administrator at Disability@dartmouth.edu).

Important Notes:

- Parental leave will continue to be administered by Dartmouth (for Parental leave, contact the Disability Administrator at Disability@dartmouth.edu).
- You will still contact Lincoln for FMLA eligibility as FMLA runs concurrently with parental leave that is taken in a block of time.

(Question) How will the leave application process change?

Response - Beginning September 1, 2024, to apply for an FMLA leave, contact Lincoln Financial Group and Lincoln will work with you throughout the FMLA process, including coordinating Short-Term Disability benefits, if applicable. This streamlined process will provide employees with one contact for both FMLA and Short-term Disability, reducing forms and simplifying the process. You can reach out to Lincoln by phone (800-213-1531) as well as online (by web or App):

- Access <https://www.lincolnfinancial.com>. Use company code “**Dartmouth**” to register, or
- Call 800-213-1531, or
- You can also download the Lincoln Financial Group App to:
 - Start a claim or leave of absence
 - Check the status of your claim online
 - Report time away for intermittent leaves
 - Opt-in to text messaging to receive updates on approvals and payment information

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(Question) What should I do if I'm already on an approved leave (STD, FMLA continuous & intermittent)?

Response – You do not have to take any additional action to continue your currently-approved leave. Your leave details have been transferred to the Lincoln Financial Group and you will receive correspondence about the administrative change, including information on how they will manage the leave administration going forward.

- **Intermittent Leave:** If you are on approved intermittent FML, you are still required to notify your supervisor and notify Lincoln by calling 800-213-1531, or the web at <https://www.lincolffinancial.com> or through the Lincoln App.
 - *Note* - If you are an hourly employee, you will continue to enter personal or vacation time into Kronos to be compensated.

(Question) What should I do to apply for maternity leave?

Response – There are two steps:

1. Contact the Disability Administrator to discuss your leave plan and to apply for Parental Leave at Disability@dartmouth.edu or call 603-646-6825, **and**;

2. Contact Lincoln Financial Group at 800-213-1531 to apply for short-term disability and FMLA.

- Access <https://www.lincolffinancial.com>. Use company code “**Dartmouth**” to register, **or**
- Call 800-213-1531, **or**
- You can also download the Lincoln Financial Group App to:
 - Start a claim or leave of absence
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(Question) What should I do if I applied for my leave before September 1, 2024?

Response – You do not have to take any additional action. Your leave details will automatically be transferred to the Lincoln Financial Group. Lincoln will send correspondence to you about the change, and they will manage the leave administration going forward.

(Question) Whom should I contact with additional questions?

Response – If you have more questions about FMLA, access the Department of Labor website at <https://www.dol.gov/agencies/whd/fmla>, or dartgo.org/disability for additional information about Dartmouth's FMLA policy.

For questions about Dartmouth's change to Lincoln Financial Group, or other questions, contact the Disability office at Disability@Dartmouth.edu or 603-646-6825, M-F, 8:30 am to 5:00 pm.