

## Inova Paid Parental Leave Program Frequently Asked Questions

**Q1: What is the Inova Paid Parental Leave Program?**

A1: The Inova Paid Parental Leave Program ("Paid Parental Leave" or "PPL") is a benefit to support team members after the birth or adoption of child. PPL is designed to support a team member's work-life balance by providing paid time off to bond with a new child.

PPL runs concurrently with leave under the federal Family and Medical Leave Act (FMLA) as well as any applicable state paid and unpaid leave. Job protection is concurrent with the FML period.

**Q2: Who is eligible for PPL?**

A2: Team members, including executives and employed Physicians, who are regularly scheduled to work 40+ hours per pay period are eligible for this program upon date of hire. The team member must be the legal parent of the new child through either birth or adoption.

**Q3: How much time off does PPL provide and is there a time period within which I have to complete the leave?**

A3: Eligible team members may receive four (4) weeks of leave, paid at 100%, for up to four (4) weeks to care for and bond with a newborn or newly adopted child.

PPL must be completed within six (6) months of the birth or placement of the child. PPL may be taken in as little as one (1) week blocks of time or in any combination of weeks up to the maximum of four (4) weeks. All four (4) weeks of the available leave must be taken within this time period and may not be carried beyond the six (6) months following the birth or placement.

Birth mothers can follow their STD period with PPL for up to 4 weeks. The use of combined FML, STD and PPL will not extend the total leave amount of twelve weeks for childbirth and/or bonding purposes within any twelve month period.

**Q4: How do I apply for PPL?**

A4: Team members must first provide their supervisor with notice of the request for leave 30 days in advance of the leave, if possible. If a 30-day notice is not possible, the team member must notify their supervisor as soon as possible.

Additionally, all team members must contact The Hartford, Inova's absence and disability insurance carrier, to request leave. The Hartford may be contacted at 1-888-301-5615. The Hartford flyer on how to file a claim or request a leave can be found on the Inova Benefits site ([www.myinovabenefits.org](http://www.myinovabenefits.org)) in the Resources section.

The leave request to The Hartford must be made 30 days prior to the start of the leave. If 30 days' notice is not possible, team members must provide notice as soon as possible. Requests for retroactive PPL will not be permitted.

Please also register on The Hartford MyBenefits Claims Portal at [www.thehartford.com/mybenefits](http://www.thehartford.com/mybenefits) with your PERSONAL EMAIL to access up-to-date claims status information and to upload any missing supporting medical documentation. You can also set up your profile to receive text or email communications (to your personal email). Do not use your Inova work email for leave communications. While on LOA, you will not have access to Inova email nor internal Inova systems.

**Q5: How will I get paid while out on PPL?**

A5: Any approved PPL is paid at 100% for four (4) weeks through Inova's payroll based on information provided by The Hartford. Regular tax withholdings will apply and benefit premium deductions continue while on PPL. Your FTE is considered and pro-rated to account for your normally scheduled work week period so as not to exceed a 4-week paid leave benefit in any circumstance.

**Q6: My spouse/partner and I both work for Inova. Can we both use PPL?**

A6: Yes. Both Inova-employed parents may use PPL for the same birth or adoption event either concurrently or consecutively.

**Q7: How often can I use PPL?**

A7: A team member is eligible for PPL once every 12-months, beginning on the last day of the previous PPL period. Team members will 'gain' back entitlement on the anniversary date of time that was taken the previous year.

**Q8: How will this leave work with a state Paid Family Leave (PFL)?**

A8: PPL will run concurrently with (alongside) any applicable paid and unpaid state family leave requirements. There will be an automatic offset, at the maximum state benefit amount, applied to Inova PPL pay to account for the paid family leave benefit you may be eligible to receive from the state.

If your State has a Paid Family Leave benefit, you will need to file directly with the State for those benefits. Prior to the start of your LOA, please provide HR with the amount of your State benefit so that your pay can be calculated with the correct offset.

**Q9: I am adopting a child that is not a newborn. Can I use PPL for my adoption?**

A9: Yes, provided the child is less than eighteen (18) years old.

**Q10: Does my leave have to start on a Monday?**

A10: No. Like other leave requests, PPL may be used starting any day of the week subject to approval by a team member's manager.

**Q11: Why do birth mothers receive more parental time off than non-birth parents?**

A11: Birth mothers receive two different kinds of leave for different reasons. They receive benefits under Inova's Short-Term Disability (STD) program to allow for their own physical recovery from giving birth. They are also eligible to receive PPL, like other non-birth parents, for bonding with their new child. The use of

combined FML, STD and PPL will not extend the total leave amount of twelve weeks for childbirth and/or bonding purposes within any twelve month period.

**Q12: My child was admitted to the NICU for longer than three months, can I postpone the deadline for PPL?**

A12: If your baby has been admitted to the NICU for longer than three months, there may be an opportunity to postpone the deadline for using PPL. Please contact your HR Business Partner for more information.

**Q13: I have a child with a serious medical condition. Can I use PPL to spend time with my child during their care?**

A13: No. PPL is a bonding leave available to team members to spend time with a new baby or an adopted child immediately following placement.

**Q14: I have recently been granted legal custody of my grandchild/niece/ nephew. Can I use PPL?**

A14: No. PPL is available to team members to bond with a child new to the family through birth or adoption.

**Q15: I am not going to use all my PPL. Can I donate the balance to a colleague?**

A15: No. PPL may not be donated to other team members.

**Q16: Can I request donated PTO to cover additional parental leave?**

A16: No. Donated PTO must be used for an unexpected event that causes a hardship for a team member, and a birth/adoption is not unexpected.

**Q17: I recently used PTO to bond with my new baby. Can I get the PTO returned and replace it with PPL?**

A17: No. Any leave hours, such as PTO, used previously to bond with a child (for either birth or adoption) will not be returned to team members or exchanged for PPL. Similarly, Paid Parental Leave will not be paid retroactively for past dates where PTO was used without a PPL claim filed; PPL will only be paid prospectively.

**Q18: If I am a Senior Leader or Physician and am not eligible for PTO. Am I eligible for PPL?**

A18: Yes. To file a PPL claim, contact The Hartford at 1-888-301-5615, or file online at [www.thehartford.com/mybenefits](http://www.thehartford.com/mybenefits).

**Q19: What other resources are available for new parents?**

A19: The Inova Well program has many childbirth and parenting classes available to support growing families, including Inova Well Baby, a service for new and expecting mothers that provides support and educational resources around pregnancy, breastfeeding, and other childcare related topics. Find more information at [www.inovawell.org](http://www.inovawell.org).

**Q20: How do I change my Benefits Coverage to include my new child?**

A20: To enroll your new child report a qualifying life event and contact the Inova Benefits Center at 877-466-8201. You will need to add your child to medical coverage within 60 days from the date of birth / adoption / legal guardianship. If you do not make changes within 60 days, you must wait until the next benefits Annual Enrollment period. A hospital souvenir birth announcement will be

accepted as temporary documentation. You must submit the government issued birth certificate to Inova Benefits Center within 60 days of the child's enrollment to continue your child's coverages. Coverage will cancel on the 61st day if the government-issued birth certificate is not submitted. You cannot enroll a dependent through the medical insurance company.

To update Healthcare and Dependent Care Flexible Spending Accounts: Make changes within 30 days. Contributions will be suspended while on paid or unpaid LOA. Upon return to work, contact the Inova Benefits Center to have your FSA contribution amount recalculated to account for missed deductions and to ensure you reach your annual goal amount.

You may also consider electing/changing:

- Flexible or Healthcare Spending Accounts (FSA or HSA): Set aside pre-tax payroll deductions to pay for qualified expenses. Inova also offers a Dependent Care FSA to help pay for expenses associated with adult and child day care center, preschool, and before/after school care for eligible children and adults. Make changes within 30 days of your qualifying event.

Contributions will be suspended while on paid or unpaid LOA. Upon return to work, contact the Inova Benefits Center to have your FSA contribution amount recalculated to account for missed deductions and to ensure you reach your annual goal amount.

- Beneficiary Designations: Update your beneficiaries including, but not limited to the following benefit plans:
  - o Life and/or AD&D insurance
  - o 401(k) / 403(b) Plans: Visit Fidelity [netbenefits.com](https://netbenefits.com)
- Special Discounts through BenefitHub: Discounts to products and services provided for children and family can be found on <https://inova.benefithub.com>

The Inova Benefits Center can be reached at: 877-466-8201; or online at [www.myinovabenefits.org](http://www.myinovabenefits.org)

**Q21: Who do I contact if I have additional questions about my PPL claim?**

A21: Contact The Hartford directly at 1-888-301-5615 or go online at [www.thehartford/mybenefits](http://www.thehartford/mybenefits).

**Q22: Where do I obtain more information about Inova's Time Away programs?**

A22: The Time Away Programs as well as Disability and Medical-Related Leave Programs are available in PolicyStat from the InovaConnect home page. You will not have access to the Inova network during your leave, so please contact eServices at 1-703-205-2166 to request a PDF copy of the program.

Information is also available on the Inova Benefits Portal ([www.myinovabenefits.org](http://www.myinovabenefits.org)) in the Resources section, including the Team Member Leave of Absence (LOA) Responsibilities document that advises you of your responsibilities before, during and after your leave.

### Contact and Resource Information

Issue or Resource	Administrator	Contact
Leave and disability insurance company	The Hartford (for dates of disability after 7/1/2023) STD policy #: 073222	For leave (FML, IML, PPL) & disability (STD, LTD) claims: 1-888-301-5615;  thehartford.com/mybenefits
Benefits Center	Inova	1-877-466-8201 <a href="http://www.myinovabenefits.org">www.myinovabenefits.org</a>
General questions	Inova HR eServices	1-703-205-2166 Fax: 703-205-2144 Email: <a href="mailto:Eservices@inova.org">Eservices@inova.org</a>