



Paternity:

Paternity leave is covered by FMLA and/or NJFLA.

FMLA provides up to 12 weeks of job-protected leave in a 12-month period if you are qualified. FMLA is ONLY job protection and NOT wage replacement.

NJFLA provides up to 12 weeks of job-protected family leave in a 24-month period if you are qualified. NJFLA is job protection only and NOT wage replacement.

The process to request a leave of absence is now online and can be found using this link: [Leave of Absence Request Form](#)

Must submit copy of baby's birth certificate or verification of birth letter.

Under NJ law, "paternity leave" is treated as **bonding leave** and applies to:

- Biological fathers
- Adoptive parents
- Foster parents

FMLA Qualification:

- Employed for at least 12 months and
- Worked 1250 actual hours in the previous 12 months

NJFLA Qualification:

- Employed for at least 3 months and
- Worked 250 hours in the previous 12 months

*If eligible they may run concurrently with FMLA.



Eligible employees may take:

- Up to 12 weeks of job-protected leave prior to one year of the child's birth or placement.
- Up to 60 intermittent leave days, if approved by the supervisor.

Bonding leave may be taken:

- **Continuously** (all at once), or
- **Intermittently** (in separate blocks of time), subject to employer approval.

Employees may use: (all time must be earned).

- Vacation time
- Administrative leave
- Compensatory time
- Or apply for state Family Leave Insurance (FLI).
- **Sick time cannot be used during FMLA/NJFLA bonding leave.**

Continuation of Benefits

You may continue benefit programs during FMLA/NJFLA leave.

If on unpaid leave:

- You are responsible for your portion of premiums for up to **three months**.
- After three months, you are responsible for the **full cost** of health and prescription benefits.
- Dental benefits may be available through **COBRA**.
- Payments are due dates stated in your approval letter.
- Failure to pay may result in cancellation of coverage.