

Beginning Monday, January 1, the Paid Family Leave (PFL) program will be expanded. PFL will now offer up to eight weeks of paid leave per 12 rolling months for an eligible family event during that time. PFL is available for “PFL qualifying events” in which you request leave to:

- bond with a newly born child (including by a surrogate);
- bond with a newly adopted or foster child, to include travel or legal time to accept placement (in either case, the child must be age 17 or younger);
- care for an eligible family member with a serious health condition as defined under the federal Family and Medical Leave Act (FMLA);
- care for an eligible family member or next of kin who is a service member with a “serious injury or illness” as defined under the FMLA; or
- in the event of a “qualifying exigency” (as defined under the FMLA) when an eligible family member is deployed abroad on FMLA-covered active military duty or has been notified of an impending call or order to FMLA-covered active duty.

You must take approved PFL in one-week increments, continuous blocks or continuous lump sum of 8 weeks.

If you do not use all eight weeks for one PFL qualifying event, you may request approval to use the remainder of your available PFL in the 12 months after you first take PFL, if you have one or more additional PFL qualifying events. In no circumstance will PFL be approved for more than eight weeks in a rolling twelve-month period.

While on approved PFL, you will receive continued pay and benefits (100 percent of your regular base pay). PFL pay and benefits for eligible part-time employees are based on the number of weekly hours you are regularly scheduled to work at the time the leave is approved.

If you had a newly born child, newly adopted child, or newly placed foster child on or after September 1, 2023, then you may be eligible to take an additional 4 weeks of paid leave above and beyond your current PFL program balance during the twelve months following the date of birth, adoption, or foster placement, if all other qualifying criteria are met.

Unum, our leave administration vendor, will administer the HHMI Paid Family Leave program. Unum administers Short-Term Disability, FMLA, and Long-Term Disability claims, and claims under state leave laws. Review the Paid Family Leave FAQs for more information about this new program, including how to apply for PFL and initiate a leave claim.

For more information:

- Review the [HHMI PFL Question and Answer](#) for answers to commonly asked questions.
- Visit the [Time Away from HHMI: Paid Family Leave policy](#) for full details on this new benefit, including some example scenarios of serious health conditions.
- Visit the [Time Away From HHMI: Paid Leave Benefits and Leaves of Absence policy](#) for full details on other paid and unpaid leave programs that may coordinate with PFL.
- See the [Time Off and Leave Programs page](#) on Hughes Hub.
- Contact Unum at <http://www.unum.com/claims> or 1.866.313.5846 with questions relating to specific circumstance and to submit a claim.

If you have any questions or comments for the People & Culture team, please email askhr@hhmi.org.