



12.23.2020

Greetings,

As a follow up to the communications sent out previously in the Compliance guide regarding the new Massachusetts Paid Family and Medical Leave, we wanted to follow-up with all of you to help you understand the changes coming as a result of the new Massachusetts Paid Family and Medical Leave (MAPFML) that goes into effect on January 1, 2021.

In order to meet the requirements of the new legislation, Haartz needed to decide between participating in the state-run MA PFML plan or applying for an exception with the state to allow us to work with a privately funded insurance plan that met or exceeded the requirements of MAPFML. Haartz chose the private plan. As a result, all employee leaves of absence will be managed through Matrix, a division of Reliance Standard, a privately funded plan beginning January 1st. While the shift to Matrix leave management was triggered by Haartz' need to implement MAPFML, it will also streamline the employee experience related to leaves of absence, overall. An informational letter about applying for leave through Matrix/Reliance is included in this letter.

In general, what does this mean for you, as an employee at Haartz?

- Employees will see a new deduction on their paycheck beginning in January for the medical coverage portion of MAPFML. A second deduction will begin in July 2021 for the family coverage portion of MAPFML. The calculation was provided on the original notice sent and can be found on the enclosed document as well.
- FMLA will continue to be paid in accordance with the pay schedule below until the family coverage portion of MAPFML begins in July 2021, which is consistent with how it will be handled at that time. These claims will also be filed, reviewed and paid by Matrix/Reliance once approved. The pay schedule is as follows:
 - If you have been employed by Haartz for more than one year, Haartz has elected to provide a supplement above and beyond the state required maximum to ensure our employees have sufficient income when on an approved medical or family leave. Initially you will have a seven-day waiting period (including weekends) with which you will be required to use your sick or vacation time. For weeks two through four you may be eligible for a supplement to replace your income at 95% of your base pay, for weeks five through twelve you may be eligible for 90% income replacement of your base pay and weeks thirteen through twenty you may be eligible for 80% income replacement of your base pay. Please note that if you are eligible for this supplement you will receive two checks from Matrix – one with the required state benefit amount and another with the supplement.
- Employees will no longer need to turn in FMLA paperwork to the HR office directly.
- Employees will submit their claim and any additional documentation directly to Matrix (see the included letter for the details on filing a claim).
- Medical certification documentation will be submitted to Matrix directly, not to Haartz HR personnel.
- Following the waiting period, while you are out on leave, you will receive your compensation from Matrix, not in your usual weekly payroll from Haartz.
- Employees will be eligible to maintain benefits (health, dental, vision, legal assistance, PayFlex, voluntary life insurance) while you are out on leave, provided regular employee contributions continue to be paid.

- Alysse Taylor, Sr. HR Specialist at Haartz will continue to be available to support employees through the process and employees will also have an assigned case manager at Matrix/Reliance who will be available to answer any questions.

For those employees who anticipate needing to begin a leave of absence in early 2021, please reach out to Alysse Taylor to ensure you have everything that you need to start your claim in the new year. She can be reached at (978) 264-2648 or by email at ataylor@haartz.com.

Haartz understands that this is a significant procedural change so we want to thank you in advance for your patience while we work through this state-required transition.

As always, please do not hesitate to reach out with any questions!

Sincerely,

A handwritten signature in black ink, appearing to read "Mary Tighe". The signature is fluid and cursive, with a large initial "M" and a long, sweeping tail.

Mary Tighe
Vice President, Human Resources