

# Everything you need to know about Delaware Paid Family Medical Leave

The DE Paid Family Medical Leave program allows workers, like you, to take paid time off. This time can be used to welcome a new child, to care for yourself or a family member with a serious health condition or to address issues associated with a family member's overseas military duty deployment.

## Reasons for you to request leave

- |                                                                                                                                                                                                  |                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p> <b>Medical leave</b></p> <p>To address your own serious health condition (up to 6 weeks every 24 months)</p> | <p> <b>Family caregiver leave</b></p> <p>To care for a covered family member with a serious health condition (up to 6 weeks every 24 months)</p>              |
| <p> <b>Parental leave</b></p> <p>To care for a new child (up to 12 weeks per year)</p>                           | <p> <b>Qualified exigency</b></p> <p>To assist a loved one on covered military active duty or call to covered active duty (up to 6 weeks every 24 months)</p> |

You can apply for no more than 12 weeks of paid leave in a 12-month period.

## Important definitions for understanding qualified leave

### Serious health condition

An illness, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility, or continuing treatment by a health care provider, including incapacity due to pregnancy or prenatal care. DE Paid Leave defines a serious health condition the same way the federal FMLA does.

### Family member

Covered individuals include a spouse, child or parent as defined by the FMLA.

### Qualifying exigency

A need arising from a family member's active-duty service in the armed forces or notice of an impending call to active duty, including:

- Providing care or meeting other needs of the military member's child or parent.
- Making financial or legal arrangements for the military member
- Attending counseling sessions
- Participating in military events or ceremonies
- Spending time with the military member during rest and recuperation leave or after their return from deployment
- Making necessary arrangements following the death of the military member

# How paid leave helps you and your family

## Benefits

This provides employees with income replacement of 80% of their average weekly wage,\* up to \$900 per week for 2026 and 2027.\*\*

Paid Family Medical Leave benefits coordinate with other income replacement benefits like paid time off and short and long term disability, meaning your benefits under these programs could be reduced by the amount you are paid under DE Paid Family Medical Leave in accordance with the law.

## Protections

DE Paid Leave is a state-mandated program that requires covered employers to provide their covered workers with wage replacement and job protection during leave for qualifying family and medical reasons. This act works in conjunction with the federal Family and Medical Leave (FMLA) act.

### Covered employers must allow qualified, eligible employees to:

- Take job-protected time off for a qualifying reason
- Maintain their group health insurance coverage at the same level, if applicable (you will be required to pay your portion, if applicable)
- Permit them to return to the same job or a substantially equivalent job with the same pay, benefits and other terms and conditions of employment

\*The average weekly wage is calculated by dividing the covered individual's gross wages earned in Delaware, as determined by the Federal Insurance Contribution Act, during the prior four quarters by 52.

\*\*The minimum weekly benefit amount is \$100 a week. Weekly benefits may be reduced by applicable taxes.

## Examples

**The weekly benefit is 80% of your average weekly wage\* to a maximum of \$900**

Tommy's average weekly wage\* is \$876

$\$876 \times 80\% = \text{\$701}$

Tommy's weekly paid leave benefit = **\\$701**

Sally's average weekly wage\* is \$1,200

$\$1,200 \times 80\% = \text{\$961}$

Sally's weekly paid leave benefit = **\\$900**

Sally's benefit is capped at the \$900 maximum

# What you need to apply for paid leave with Unum

## Documents to verify your leave



### Medical leave

You'll need to provide information from a health care professional, including but not limited to:

- Confirmation that you have a serious health condition
- When your condition began
- Probable duration of the condition
- Other relevant details about your condition or leave such as the need for intermittent leave



### Parental leave

To take leave to bond with a child during the first 12 months after birth or placement, you may need to provide certain information that may include:

- The child's birth certificate or any additional information needed to establish proof of birth
- Documentation certifying that you are a licensed or certified foster parent, and the child has been placed in your care
- A copy of the court order or documentation from the adoption agency verifying placement
- Any additional information needed to verify placement

## Documents to verify your leave (continued)



### Family caregiving leave

To take leave to care for a family member with a serious health condition, you may need to provide information that includes:

- The name and address of the family member and your relationship to the family member
- Confirmation of the identity of the family member
- Information to determine eligibility for Delaware Paid Leave benefits
- Certification from the family member's health care provider that includes:
  - The health care provider's first and last name, type of medical practice/specialization and their contact information, including mailing address and telephone number
  - A statement that the family member has a serious health condition or when the serious health condition created the need for family caregiving leave
  - The date on which the family member's serious health condition began
  - The expected duration of the family member's serious health condition
  - Any additional information needed to establish that your family member has a serious health condition



### Qualifying exigency leave

To apply for Qualifying Exigency leave, you may need to provide the following information depending on circumstance:

- A statement of appropriate facts regarding the type of qualifying exigency for which leave is requested
- The date on which the qualifying exigency commenced or will commence
- The expected duration of the qualifying exigency leave
- Information regarding the need for intermittent leave or a reduced leave schedule, including an estimate of the frequency and duration
- Documentation to support the need for leave, which may include:
  - Active duty orders
  - Official documentation issued by the military
  - Any other reasonable information or documentation necessary to process your qualifying exigency leave claim allowed under the state program



### Contact Unum to take advantage of all your benefits.

Call 1-800-858-6843 or visit [www.unum.com](http://www.unum.com) to understand your options for filing a claim.



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at work.™**

[unum.com](http://unum.com)

Complete information on what may be required can be found in the Certificate of Coverage.

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FOR EMPLOYEES

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