

**IATSE 478 Family Leave Program  
Parental Leave Financial Assistance**

Effective January 1, 2019, the Union established an unfunded, dues financed welfare plan for Parental Leave Financial Assistance (“Financial Assistance” or “Benefits”). The purpose of the Financial Assistance is to provide short term financial aid when a member is unable to perform their usual work. The member receiving benefits must be a biological parent, adoptive parent, or legal guardian of the child. The applicant must also be a member in good standing of Local 478. Only the member may apply for Financial Assistance.

**Article I**  
**Eligibility for Financial Assistance**

1. For an eligible member, Financial Assistance will be disbursed in increments of \$625 per week up to a maximum benefit of \$5,000 for the maximum duration of 8 weeks.
2. The period of time for which the member receives Benefits must be consecutive. It also must fall during the pregnancy and/or during the first six months following birth and/or placement for adoption or foster care.
3. Parents who are both members (including same sex married/domestic partner couples and members adopting a child under the age of 5 years old) may each be eligible for Financial Assistance.
4. Parents having more than one child at once (twins, triplets, adoption of two or more children, etc.) do not qualify for any additional Benefits (i.e., the Benefits are applicable per pregnancy or adoption, not per child.)
5. Parental Leave Financial Assistance is meant to be a form of temporary financial aid to assist new parents *to offset the costs of being unable to work in an IA covered craft*. The Financial Assistance does not take the place of unemployment insurance and other available assistance options from other agencies.
6. To qualify for Financial Assistance, a member cannot work in a craft covered by IATSE while receiving these benefits. This restriction does not prevent a member from working other non-IA jobs or crafts. If an audit discloses a member worked in an IA-covered craft while receiving Financial Assistance, the Union reserves the right to recoup the amount of benefits as an overpayment against the Member.
7. There is no limit on how many times members may apply for parental benefits. The goal is to have a family-friendly industry. If our members want to have more than one child, they should not need to choose which pregnancy should be more financially difficult.

**Article II**  
**Applying for Benefits**

1. The program is administered by the IATSE 478 Welfare Committee for the benefit of members. The Union has designated the IATSE 478 Welfare Committee as the named fiduciary and has the sole discretion to administer, operate, and interpret the provisions of this program. The member may seek assistance from the IATSE 478 Welfare Committee by emailing the Secretary/Treasurer at [sect@iatse478.org](mailto:sect@iatse478.org) or calling the IATSE 478 office at (504) 486-2192.
2. To apply for Financial Assistance, the member must complete a Claim Form provided by the Union and attach a physician's statement of pregnancy (with physician's contact information and member's name, address, and expected due date) or a copy of the child's birth certificate or documentation of legal adoption or guardianship which contains the member's name on it.
3. Additional information needed to apply for Financial Assistance may include a certified marriage license, certified declaration of domestic partnership, paternity testing, affidavit of acknowledgement of paternity, documentation showing the member's engagement in the adoption process signed by the adoption agency or provider, or a copy of the judicial decree of adoption or legal guardianship.
4. All documentation listed above will be provided at member's cost. All documentation attached to the Claim Form should be provided to: IATSE 478 Welfare Committee at the address: 511 N Hennessey Street, New Orleans, LA 70119.

**Article III**  
**Claim, and Appeal Procedures**

1. The initial determination for a claim will be made by the IATSE 478 Welfare Committee. The member will receive the written notice of approval or denial of the claim.
2. Should the claim be denied, the member has sixty (60) days to submit a written request for appeal. The written request must include the member's name, statement identifying that the written request is an appeal, and the basis for that appeal. If a timely written request for an appeal is not made, the initial decision will be final. If a timely written request for an appeal is made, the membership will determine by vote whether to approve or deny the appeal at the next membership meeting. The member will receive written notice of the approval or denial of the appeal.
3. In no event may legal action be brought unless the member has fully exhausted the claim and appeal procedures. Any legal action challenging the final decision on the claim shall be filed in a court of competent jurisdiction within one (1) year following the final decision on the claim.