JHU Process for Birth Recovery and Parental Leave for Employee with STD and FML

Prior to Birth

- Employee learns about policy from https://hr.jhu.edu/benefits-worklife/time-off/leave-for-new-parents/.
- Employee contacts Lincoln Financial Group to request Birth Recovery Leave and STD (888-246-4483).
- Employee requests Family and Medical Leave paperwork from their manager, supervisor or HR Business Partner.
- Department/Manager sends notice and eligibility packet for FML, Birth Recovery Leave, and Parental Leave to employee cc: HR Business Services.
- Employee’s health care provider (HCP) completes the HCP form (WH-380E).
- HCP form is returned to Central HR, who forwards to Occupational Health for review.
- Central HR sends FML determination and Designation Notice to employee and dept.

When the Baby is Born

- Employee contacts The Lincoln Financial Group when the baby is born.
- The Lincoln Financial Group contacts the HCP to confirm birth date and medical needs and approves Birth Recovery Leave, STD and Parental Leave for 4 weeks.
- The Lincoln Financial Group notifies employee and updates their claim system.

When the Baby is Born

- Employee informs department of their intent to take continuous and/or intermittent parental leave; intermittent leave must be prearranged with supervisor’s or department’s approval.
- Department or employee enters codes in E210 (if applicable).
- Department is responsible for monitoring Birth Recovery Leave and Parental Leave usage for Faculty/Sr. Staff Appointed.
- Department creates and approves the ISR, indicating difference between STD and 100% salary.

At the End of Leave

- Employee informs department of their intent to return to work as soon as possible, but gives at least two business days’ notice.
- Once Birth Recovery Leave and Parental Leave benefits are exhausted, employees who wish to remain on leave in a paid status will have to utilize their own leave accrual, if available. If no accrued leave is available, department must place the employee on leave of absence without pay.
- Department completes a “Return to Work” ISR.
- Central HR provides second approval for the ISR.

Legend:

- Employee
- Dept/Manager
- The Lincoln Financial Group
- Central HR