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/](https://hr.jhu.edu/benefits-worklife/time-off/leave-for-new-parents/).

Employee contacts Lincoln Financial Group to request Birth Recovery Leave and STD (866-246-4483).  

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.

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.

Central HR loads appropriate data into E210 (if applicable), based on claim information.

Central HR notifies department of approvals and how to code E210, if applicable, and how to complete ISR.

Central HR provides second approval for the ISR.

Employee informs Central HR of their intent to return to work as soon as possible, but gives at least two business days’ notice.

Central HR provides second approval for the ISR.

At the End of Leave

Employee learns about policy from [https://hr.jhu.edu/benefits-worklife/time-off/leave-for-new-parents/](https://hr.jhu.edu/benefits-worklife/time-off/leave-for-new-parents/).

Employee requests Family and Medical Leave paperwork from their manager, supervisor or HR Business Partner.

Central HR receives a daily report with claim status.

Central HR loads appropriate data into E210 (if applicable), based on claim information.

Central HR notifies department of approvals and how to code E210, if applicable, and how to complete ISR.

Central HR provides second approval for the ISR.

HCP form is returned to Central HR, who forwards to Occupational Health for review.

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.

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Central HR provides second approval for the ISR.

Legend:

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