Birth Recovery and Parental Leave for Employee with STD, but Ineligible for FML

Prior to Birth

When the Baby is Born

At the End of Leave

Employee learns about policy from https://hr.jhu.edu/benefits-worklife/timeoff/leave-for-new-parents/. Employee contacts the Lincoln Financial Group to request Birth Recovery Leave and STD (888-246-7783). **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. Central HR sends FMLA Determination and Designation Notice of ineligibility to employee and department.

Employee contacts 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. 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.

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 ISR, indicating difference between STD and 100% salary.

Central HR provides second approval for the ISR.

Employee notifies 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.

 Detailed Lincoln Financial Group process flow: https://hr.jhu.edu/wp-content/uploads/Lincoln-Process-BRL-STD.pdf

Legend:

Employee

Dept/Manager

The Lincoln Financial Group

Central HR