Eligible for STD, Not Qualified for Birth Recovery, Parental Leave, or FML

Prior to Birth

- Employee learns about policy from https://hr.jhu.edu/benefits-worklife/time-off/leave-for-new-parents/.
- Employee contacts The Lincoln Financial Group to request STD at (888-246-4483). ¹
- Employee requests Family and Medical Leave paperwork from their manager, supervisor or HR Business Partner.
- Department/Manager sends notice and eligibility packet for FML and STD to employee cc. HR Business Services.
- Central HR sends FMLA Determination Letter and Designation Notice of Ineligibility for FML to employee and department

When the Baby is Born

- Employee contacts The Lincoln Financial Group when the baby is born.
- The Lincoln Financial contacts the Health Care Provider to confirm birth date and medical needs. Lincoln approves STD and denies Birth Recovery Leave and Parental Leave.
- The Lincoln Financial Group notifies Employee and updates their claim system.
- Central HR receives a daily report with claim status.

- Employee notifies department of their intent to return to work as soon as possible, but gives at least two business days’ notice.
- Department creates and approves ISR, indicating difference between STD and 100% salary.
- Central HR provides second approval for the ISR.
- Department is responsible for:
  - Monitoring leave usage
  - Processing appropriate ISRs
  - Consulting Central HR as needed

- Central HR notifies department of approvals and how to code E210, if applicable and how to complete ISR.
- Department or employee enters codes in E210 (if applicable).
- Department completes a “Return to Work” ISR.
- Central HR provides second approval for the ISR.

At the End of Leave

- Employee notifies department of their intent to return to work as soon as possible, but gives at least two business days’ notice.
- Department completes a “Return to Work” ISR.
- Central HR provides second approval for the ISR.
- The Lincoln Financial contacts the Health Care Provider to confirm birth date and medical needs.
- Lincoln approves STD and denies Birth Recovery Leave and Parental Leave.
- The Lincoln Financial Group notifies Employee and updates their claim system.

Legend:

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