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/](https://hr.jhu.edu/benefits-worklife/time-off/leave-for-new-parents/).
- Employee contacts The Lincoln Financial Group to request STD at (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 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.

**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.

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