Making the Most of Your Parental Leave Benefits

A Guide for Birth Parents, Adoptive Parents and Surrogate Parents
JHU is committed to the importance of balancing family, professional, and academic responsibilities by offering parental leave benefits for faculty and staff.

**Requesting Parental Leave**

- Most employees with at least one year of continuous full- or part-time service are eligible.
- Contact the Lincoln Financial Group at 1-888-246-4483 to request Parental Leave.
- Parental leave can be taken as a consecutive block of time or intermittently over the 12 months after birth or placement of a child.
- You will need to provide evidence such as a birth certificate, hospital discharge papers, adoption paperwork, or pediatrician note.
- Discuss your request for parental leave with your supervisor as early as possible so that you and your department can plan for your time away.
Fast Facts about Parental Leave

- Leave is for birth parents, adoptive parents of children under age 12 and parents who have chosen a surrogate to deliver their child.
- Offers full pay for four weeks
- Can be taken as a consecutive block of time or intermittently within the 12 months following birth or placement of child
- Scheduled in full days only

Using Family Medical Leave (FML) with Parental Leave

- FML provides you with job protection while you are not at work
- Available for up to 12 weeks on a rolling 12-month period
- Contact your supervisor or manager to request Family Medical Leave.
To File a Parental Leave Request

The Lincoln Financial Group
1-888-246-4483
Monday – Friday, 8 a.m. to 11 p.m. (ET)
Johns Hopkins University Company code: JHUEE

For More Information on Parental Leave:

JHU Central Human Resources
443-997-2157
Monday – Friday, 8:30 a.m. to 5 p.m. (ET) Email:
Birth-ParentalLeave@jhu.edu