

Benefits for Expecting Parents

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Live. Work. Learn. Grow.



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FMLA Overview

Family and Medical Leave Act



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What is FMLA?

The Family and Medical Leave Act (FMLA) entitles eligible employees to take **unpaid**, job-protected leave for specified family and medical reasons.

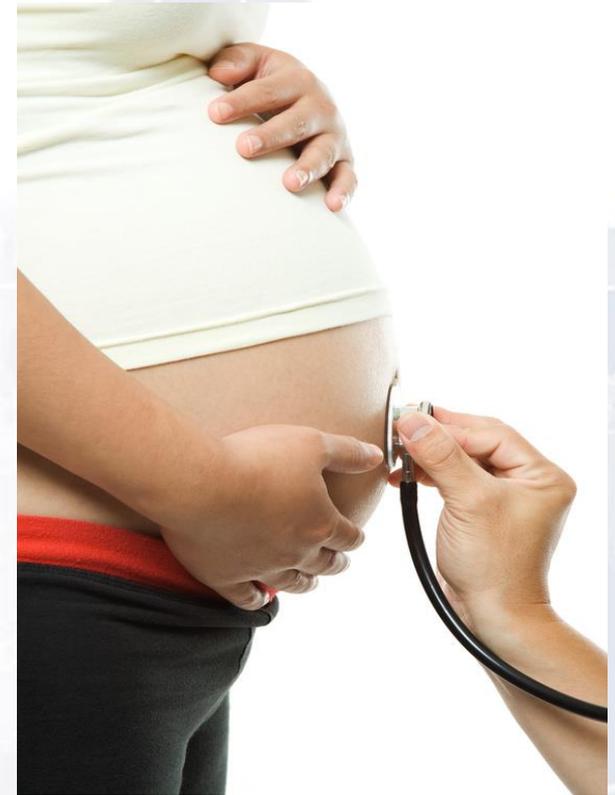
FMLA Eligibility Requirements



- **Work at least 12 months prior to the start of leave (cumulatively, not necessarily consecutively)**
and
- **Work at least 1,250 hours in the 12 months immediately preceding the start of the leave (excludes PTO, sick, vacation, or FML time)**

FMLA Eligible Reasons

- Birth of a child
- Adoption of a child or placement of a foster child
- Care of a spouse, parent or child with a serious health condition
- Employee's own serious health condition



FMLA Length of Leave

- Not to exceed 12 weeks in a 12 month **rolling calendar period**
- Intermittently or a reduction of work hours, when dictated by medical necessity
- Must be completed within one year of the birth or placement of the child
- Runs concurrently with any other leave (sick, vacation, PTO, STD, workers' comp, SSL)



Leave of Absence

- An unpaid, authorized period of absence
- The leave shall not exceed six months, including the 12 weeks of FML
- Employees **do not** accrue PTO or holidays while on leave of absence

When a LOA is issued:

- *Exhaustion of FML/not eligible for FML*
- *Reason for leave other than FML qualifying*

Leave of Absence

Types of Leave:

- Medical
- Dependent Care*
- Personal (Includes Education)*
- Military

*** Requires manager approval**

Disability Benefits



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Short Term Disability

- 7-day elimination period Non-Union
- 14-day elimination period Bargaining Unit
- STD pays 60% of base salary (taxable) starting after elimination period (**supplemented by PPL, PTO, sick, or vacation**)
- STD benefits run 6-8 weeks, including the elimination period, depending on method of delivery



Other Paid Benefit



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Paid Parental Leave

- 4 weeks of paid leave following birth or placement of a child for adoption
- Paid time off for male/female parents for birth, recovery, and bonding
- Non-Union employees regularly scheduled 30 or more hours with 12 months of continuous service
- Must be used continuously

Paid Parental Leave

- PPL must be used by the birth/adoptive parent immediately following birth or adoption.
- Runs concurrently with Short Term Disability (STD) and FMLA
- Request for PPL must go through Sedgwick Absence Management

Health Benefits



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Adding a new born



When to update benefits:

- You have 30 days from date of birth/adoption to add child to coverage

Procedure:

- Log in to enrollment portal
- Must upload proof of birth to complete online enrollment (temporary documentation accepted – e.g., discharge paperwork, verification of birth)
- Must provide birth certificate within 30 days of birth or benefits will be denied

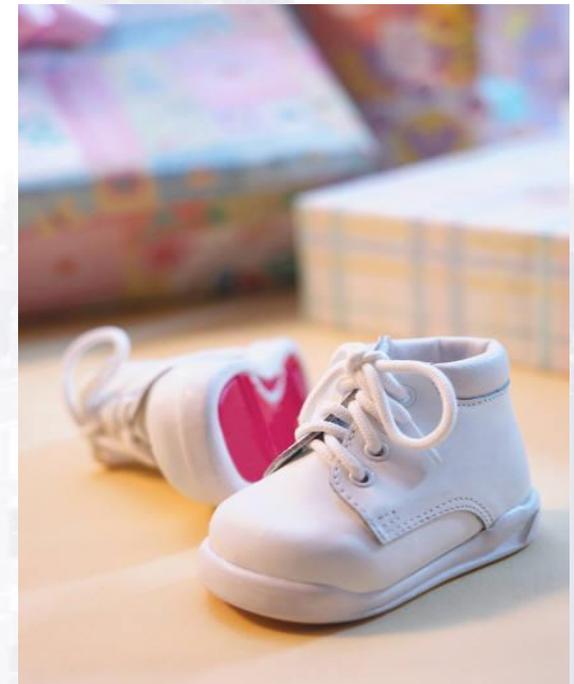
Other Benefits

Other benefits to adjust/elect:

- Flexible Spending Account (please see IRS regulations for details)

Additional resources

- Care@Work by Care.com
- Work Life Programs



Procedure to Request Leave



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Getting Started

Apply for FMLA, Leave of Absence, and PPL:

- Call Sedgwick Absence Management at 1-844-263-3121.
- Sedgwick will send you the paperwork, including how to apply for STD through MetLife.
- Have your health care provider complete the forms.
- Return form to Sedgwick
- Apply at least 30 days prior to the start of the leave.

Requesting FML / Leave of Absence

Step 1: Call your Supervisor/Department to request your absence.

Step 2: Call Sedgwick at **844.263.3121** or visit timeoff.sedgwick.com to initiate a request for leave.

Step 3: Provide information requested by Sedgwick as soon as possible.

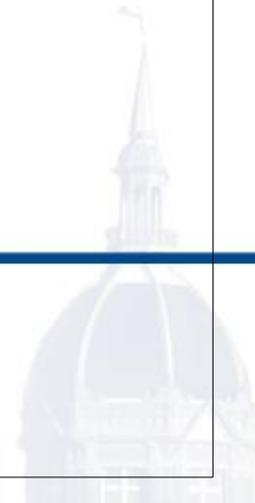


Access your absence information from the Sedgwick Employee Portal to:

- Initiate a claim
- View claim status in real-time
- Access claim documents
- Track multiple absences
- View available hours for all absence types

Visit timeoff.sedgwick.com to create your Employee Portal account, or call our customer service team at **844.263.3121**.

Who to Call



Name & Title	Phone	E-mail	Service Areas
Julie Morgan Senior Leave Specialist	(443) 997-5483	jmorga42@jhmi.edu	JHHS/JHBMC/JHHCG
Monique Williams Leave Specialist II	(443) 997-1709	cwill104@jhmi.edu	JHH/HCGH
Emily Mitchell Benefits Manager	(727) 767-4425	emitch28@jhmi.edu	ACH
Mario Delgado Benefits Director	(202) 537-4000	mdelgad4@jhmi.edu	Sibley
Jenna Sanborn Benefits Coordinator	(301) 896-3878	jsanbor4@jhmi.edu	Suburban

Who to Call

Resource	Phone	E-mail
HR Solution Center General Leave Questions	(443) 997-5400	hrsc@jhmi.edu
Sedgwick	(844) 263-3121	JHHSops@yorkrisk.com
MetLife	(833) 622-0136	

Questions?

