Benefits for Expecting Parents

There’s no better place to Live. Work. Learn. Grow.
FMLA Overview
Family and Medical Leave Act
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
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
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
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
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 844.363.3121 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

<table>
<thead>
<tr>
<th>Name &amp; Title</th>
<th>Phone</th>
<th>E-mail</th>
<th>Service Areas</th>
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<tbody>
<tr>
<td><strong>Julie Morgan</strong>&lt;br&gt;Senior Leave Specialist</td>
<td>(443) 997-5483</td>
<td><a href="mailto:jmorga42@jhmi.edu">jmorga42@jhmi.edu</a></td>
<td>JHHS/JHBMC/JHHCG</td>
</tr>
<tr>
<td><strong>Monique Williams</strong>&lt;br&gt;Leave Specialist II</td>
<td>(443) 997-1709</td>
<td><a href="mailto:cwill104@jhmi.edu">cwill104@jhmi.edu</a></td>
<td>JHH/HCGH</td>
</tr>
<tr>
<td><strong>Emily Mitchell</strong>&lt;br&gt;Benefits Manager</td>
<td>(727) 767-4425</td>
<td><a href="mailto:emitch28@jhmi.edu">emitch28@jhmi.edu</a></td>
<td>ACH</td>
</tr>
<tr>
<td><strong>Mario Delgado</strong>&lt;br&gt;Benefits Director</td>
<td>(202) 537-4000</td>
<td><a href="mailto:mdelgad4@jhmi.edu">mdelgad4@jhmi.edu</a></td>
<td>Sibley</td>
</tr>
<tr>
<td><strong>Jenna Sanborn</strong>&lt;br&gt;Benefits Coordinator</td>
<td>(301) 896-3878</td>
<td><a href="mailto:jsanbor4@jhmi.edu">jsanbor4@jhmi.edu</a></td>
<td>Suburban</td>
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<tr>
<td>HR Solution Center</td>
<td>(443) 997-5400</td>
<td><a href="mailto:hrsc@jhmi.edu">hrsc@jhmi.edu</a></td>
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<td>General Leave Questions</td>
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<tr>
<td>Sedgwick</td>
<td>(844) 263-3121</td>
<td><a href="mailto:JHHSops@yorkrisk.com">JHHSops@yorkrisk.com</a></td>
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<tr>
<td>MetLife</td>
<td>(833) 622-0136</td>
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Questions?