
The university is committed to supporting a diverse workforce and, as stated in the [President's Ten for One vision](#), to attracting the very best faculty and staff. This policy seeks to support new parents by recognizing the importance of balancing family, professional, and academic responsibilities.

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I. **ABOUT FAMILY LEAVE FOR NEW PARENTS**

What is the Family Leave for New Parents Policy?

The policy is for all births or placements for adoption of children under age 12. Leave is not paid retroactively and will commence once it is requested/approved.

Who is eligible for leave under this policy?

Most faculty, staff, or bargaining unit members who have been continuously employed in a full- or part-time position for at least one year are eligible.

The following categories of employees are not eligible for leave: limited and casual faculty and staff, faculty and staff who have been employed with continuous service for less than one year at the time of birth or placement, and faculty members who either (a) are not engaged in active work for a period expected to last at least six months or (b) work less than 28 hours per week on a regularly scheduled weekly basis for the university.

Postdoctoral trainees and full-time graduate students are covered under a [separate accommodations policy](#).

If I administratively transfer from the JHHS to JHU, am I eligible for family leave for new parents upon transfer?

You may be eligible. Please consult the JHU Leave team at JHULeaveQuestions@jh.edu to see if you qualify for this leave.

How does this policy work with Family Medical Leave (FML)?

Provided you meet the eligibility requirements for FML, both birth recovery leave and parental leave run concurrently with the job protection you receive from FML. Any FML taken within the 12 months prior to this leave will reduce the amount of job protected leave available after the birth of your child or placement of your adopted child.

II. LEAVE FOR PARENTS WHO GIVE BIRTH

What is birth recovery leave?

This leave provides the birth parent with a minimum of six weeks of paid leave immediately after they give birth. The leave may be extended if medically necessary.

As a parent who is giving birth, how do I apply for birth recovery and parental leave?

Here are the steps to apply:

1. Before the baby is born, contact your supervisor or HR Business Partner to notify them of your leave.
2. Contact Lincoln Financial Group, the plan administrator for the university at 1-888-246-4483, to request birth recovery leave and Family Medical Leave if applicable. If you have elected short-term disability (STD), this one entry point is where you can apply for STD, FML and request birth recovery leave.
3. Download a copy of the authorization form and give it to your treating physician. This will allow your physician to communicate with Lincoln.
4. When the baby is born, contact Lincoln Financial Group again to confirm the birth at 1-888-246-4483.

Can parents who will give birth take birth recovery leave before the child is born if there is a disability or complications?

No, STD covers pre-birth leave if you have elected the coverage and are eligible for those benefits, or you can use your accrued leave for this time. If no accrued leave is available, the leave may be unpaid.

How does the Short-Term Disability Plan (STD) work with birth recovery leave?

If you have elected STD and are on an approved birth recovery leave, your first 14 days of leave (the period of time before STD begins) will be paid at 100% through birth recovery leave. (JHU payroll) After the waiting period, Lincoln Financial will pay up to 60% of your regular salary

and JHU will pay the balance of your salary through payroll. If 60% of your weekly salary is greater than \$2500 per week, the Lincoln and University contributions will be adjusted accordingly. If you have not elected STD, 100% of your salary during an approved leave will be paid by the university through payroll.

I have been placed on restricted work, bed rest, or another pregnancy-related limitation. When does the birth recovery leave apply to me?

Birth recovery leave begins after the birth has taken place. Should your physician require that you be placed on restricted work, bed rest or other pregnancy-related limitation before delivery, you should apply for STD through Lincoln Financial Group if you have elected this benefit. If you have not elected STD, you can use your accrued leave during this time. If no STD or accrued leave is available, the leave may be unpaid.

Can birth recovery leave be taken in partial days after I have returned to work?

No, birth recovery leave can only be taken immediately following the birth. You cannot use this time after actively returning to work. You can use four weeks of parental leave (see below) in full-day increments following your return to work, or you may be able to use accrued leave as permissible by policy and in coordination with your departmental policies and procedures.

How will approved time for birth recovery leave be shown in E210?

When you are approved for birth recovery leave, your leave will be visible through an allocated leave grid below the accrued leave grid at the bottom of your E210. Your department will be informed of your approval and how to code the leave.

Am I eligible for this leave if I have a miscarriage or my child is still born?

A birth parent who miscarries or gives birth to a still born child/ren may also be eligible for birth recovery leave under this Policy. To confirm eligibility, they should contact Lincoln Financial Group to file a claim.

Are surrogate parents eligible for birth recovery leave?

Gestational carriers (i.e., surrogate parents) may also be eligible for recovery leave under this Policy. To confirm eligibility, they should contact Lincoln Financial Group to file a claim.

III. LEAVE FOR ALL PARENTS

What is parental leave?

Parental leave provides new parents with four weeks of paid leave. For parents who give birth, these four weeks are in addition to weeks received for birth recovery leave. Full days of parental leave can be taken in consecutive blocks of time or intermittently within the first 12 months after the child's birth or adoption. Discuss this with your supervisor and agree to a plan that works for you and your department.

Who is eligible for parental leave?

Parents who give birth, spouses and partners of parents who give birth, parents adopting children under the age of 12, and parents of children born via surrogate who have been employed in an eligible status for at least one year at the time of birth or placement for adoption.

If I am a parent but did not give birth, how do I apply for parental leave?

Here are the steps to apply for parental leave:

1. Before the baby is born or adopted, contact your supervisor or HR Business Partner to notify them of your request for leave.
2. Contact Lincoln Financial Group, the plan administrator for the university at 888-246-4463 or visit [MyLincolnPortal](#) (registration code JHUEE) to request Parental Leave (and [Family Medical Leave](#) if applicable). This one entry point is where you can apply for FML and request Parental Leave.
3. When the baby is born, contact Lincoln Financial Group again at 888-246-4483 to confirm the birth.
4. Discuss with your supervisor and agree to a plan for taking continuous or intermittent leave.

If both parents are university employees, can each parent take parental leave?

Yes, as long as each of you are eligible for the leave, you can take advantage of the policy.

I became a parent to twins. Can I receive parental leave for each child?

If multiple births or placements for adoption occur at the same time, the total parental leave benefit is four weeks of paid time off.

Can I take additional leave after I use the birth recovery leave or parental leave?

You may extend your leave in coordination with your department by using your accrued leave as permissible by policy or taking a leave of absence without pay. Faculty may negotiate accommodations with their departments.

Am I eligible for parental leave if my baby passes away at birth or within the first year of birth?

Parental leave is granted specifically for new parents to bond with their newborn or newly adopted child. If unforeseen circumstances occur that result in the loss of the child, parental leave is no longer applicable. Please consult with your HR Business Partner for alternative leave options that may apply.

When and how do I request FML paperwork for leaves under this policy?

Contact your supervisor or HR Business Partner to notify of the need be out on leave. Then contact Lincoln Financial at 888-246-4483 or [MyLincolnPortal](#), first time user registration code is JHUEE.

Can I use my sick leave for child bonding?

Yes, you can use any accrued leave for FML-approved child bonding. FML-approved child bonding is time that is taken by a parent, adoptive parent, or a person who assumes the obligations of a parent to a child (known as in loco parentis) after the birth of a child or placement of an adopted child or for a child with serious health conditions. This leave can be used once birth recovery and/or parental leave have been exhausted.

Are children placed for guardianship or foster care covered under this policy?

No, children placed for guardianship or foster care are not covered under this policy.

Can I use parental leave after my approved FML?

Parental leave is for child bonding and must be used concurrently with FML (where applicable) and within the first year of birth or placement of a child for adoption.

IV. OTHER CONSIDERATIONS

How are my benefits impacted while I am on leave?

When you take leave under this policy and are being paid, your current employee benefits will continue. Should you go on an unpaid leave of absence, you will be able to choose to be billed for coverage at the employee rate.

Is adoption assistance available?

Yes, the university's Adoption Assistance Program reimburses costs for qualifying adoptive parents up to \$15,000. For the simultaneous adoption of two or more children, this benefit is \$30,000. Find more information on adoption assistance and the related application process on the [New and Expecting Parents webpage](#).

Will I accrue time off during paid leave?

Yes, you will accrue time off during these paid leaves if you are currently eligible to earn leave.

I enter my time in E210. Will that process change?

Your time will continue to be entered in E210. When you are approved for birth recovery leave and parental leave, your leave will be visible through an allocated leave grid located at the bottom of your E210.

Where do I go to learn more about the HR policies associated with leave programs?

You can read the [Family Leave for New Parents Policy](#). Information about time off, including sick and vacation leave, can be found on the [HR website](#).

As a supervisor, what is my responsibility to share information about the leave policy?

When a faculty or staff member requests information on our Family leave programs, you should refer them to these online resources:

- The information shown on the [HR website](#) outlines the process for applying for leave.
- Review the [Family Leave for New Parents Policy](#). You'll need to become familiar with how the policy works to guide a faculty or staff member through the process.

I have other questions. Who should I contact?

If you have other questions concerning your coverage under this policy or FML, email JHULeaveQuestions@jh.edu or call 443-997-2157.