



JOHNS HOPKINS
UNIVERSITY

FAMILY LEAVE FOR NEW PARENTS

Birth Recovery Leave & Parental Leave

**updated
January 1, 2021**



The Purpose

- Effectively integrating the professional and personal lives of University faculty and staff members is essential to maintaining a vibrant and productive academic community.
- The Family Leave for New Parents Policy was created to recognize the importance of balancing family, professional, and academic responsibilities faced by new parents and to promote the well-being of their families.



Eligibility Requirements

- One year of continuous full or part-time service
- Classified as Faculty, Visiting Faculty, Sr. Staff Appointed, Sr. Staff, Staff or Bargaining Unit
 - Prior service as a JHU graduate student or post-doctoral fellow will count towards the one year service requirement
- Birth or Placement of a child under age 12 for adoption must be on or after July 1, 2017
- More details can be found on the [JHU Policy Document website](#).



Birth Recovery Leave (BRL)

- The birth parent will receive a minimum of six (6) weeks paid leave immediately following the birth of her child
- BRL may be extended based on medical necessity
- BRL will run concurrently with approved Family Medical Leave (FML) and Short Term Disability (STD)
- BRL is requested and approved through The Lincoln Financial Group
- Leave is paid to employee via JHU Payroll



Parental Leave

- Mothers, fathers, adoptive parents, and surrogate parents will receive four (4) weeks of paid leave
- Must be taken within 12 months following the birth or placement of a child under age 12 for adoption
- Must be taken in full day increments
- May be taken intermittently if preapproved and prearranged with the supervisor/department
- Parental Leave is approved through the Lincoln Financial Group
- Will run concurrently with FMLA
- Leave paid to employee via JHU Payroll



Finding the Information about the Policy

The screenshot displays the Johns Hopkins University Human Resources website. The top navigation bar includes the university logo, the text "JOHNS HOPKINS UNIVERSITY" and "HUMAN RESOURCES", and a search icon. Below this, a secondary navigation bar features links for "Working Here", "Benefits & Worklife", "Pay", "Learn & Grow", "Jobs @ JHU", and "About HR". The "Benefits & Worklife" menu is expanded, showing a list of options: "Health & Life", "Retirement Savings & Planning", "Time Off", "Families and Caregiving", "Wellness Programs", "mySupport Program", "Community Engagement", "Tuition Assistance", "Discounts", and "Live Near Your Work". A red arrow points from the "Time Off" option to a blue callout box that says "Select Time Off". Below the menu, there are three main content areas: a large image of orange and yellow cells, a section titled "JHU HR Information Regarding COVID-19" with a link to "UPDATED HR Policies, Procedures, and Resources", and a "COMMUNITY ENGAGEMENT" section with a link to "See the many ways you can give back this holiday season.".

JOHNS HOPKINS UNIVERSITY | HUMAN RESOURCES

SEARCH

Working Here Benefits & Worklife Pay Learn & Grow Jobs @ JHU About HR

Health & Life

Retirement Savings & Planning

Time Off

Families and Caregiving

Wellness Programs

mySupport Program

Community Engagement

Tuition Assistance

Discounts

Live Near Your Work

Benefits & Worklife Resources

JHU HR Information Regarding COVID-19

Refer to the information regarding the university's procedures as the COVID-19 situation evolves.

[UPDATED HR Policies, Procedures, and Resources](#)

COMMUNITY ENGAGEMENT

See the many ways you can give back this holiday season.



Finding the Information about the Policy

Home | Benefits & Worklife

Time Off

Depending on your employment status, your paid time off may include university holidays, accrued vacation, sick leave, and birth recovery and parental leave.



- **Holidays:** Wondering which days JHU is closed throughout the year? Or how floating holidays work? Read more about [university holidays](#).
- **Vacation:** Learn how your [vacation days](#) accrue, when you can take them, and what happens to them when you leave JHU.
- **Sick days:** Read about [sick leave accrual](#), including how sick leave is earned, when it may be taken, and what happens to it when you leave JHU.
- **Family Leave for New Parents:** Eligible employees are offered fully paid birth recovery leave and parental leave following the birth of a child or adoption of a child younger than 12. Learn more about these [leave policies](#).
- **Family and Medical Leave:** Eligible employees will receive at least 12 workweeks of job protected leave in a rolling 12 month period for specified family and medical reasons. Read more about [Family and Medical Leave](#).

Looking for details on other types of leave? You can find information on military leave, funeral leave, and family and medical leave in the [JHU Policy & Document Library](#).

IN THIS SECTION

[Holidays](#)

[Vacation](#)

[Sick Leave Accrual](#)

[Family Leave for New Parents](#)

[Family and Medical Leave](#)

Select 'Family Leave for New Parents' and it will open this page ...



HUMAN RESOURCES

SEARCH

[Working Here](#) ▾

[Benefits & Worklife](#) ▾

[Pay](#) ▾

[Learn & Grow](#) ▾

[Jobs @ JHU](#) >

[About HR](#) ▾

Home | Benefits & Worklife | Time Off

Family Leave for New Parents

Whether you're expecting a baby or welcoming a child through adoption, JHU wants to help get your family off to a happy, healthy start. We offer two types of paid parental leave that can help you recover from childbirth and spend precious time with your new addition.

The programs offer fully paid time off for full- or part-time faculty, staff, and bargaining unit employees who've been employed at JHU for at least a year. Combined, they offer up to 10 weeks of paid leave for a new parent giving birth.

[Birth Recovery Leave](#)

[Parental Leave](#)

JHU offers six weeks of fully paid leave following childbirth for eligible full- and part-time faculty, visiting faculty, staff, and bargaining unit employees. Our birth recovery leave applies only to the parent who gives birth, and must be taken immediately upon the birth of a child.

[Learn More](#)

IN THIS SECTION

[Birth Recovery Leave](#)

[Parental Leave](#)

CONTACT US

QUICK LINKS

[Department HR/Administrator Resources](#)

[University Policies](#)



How to Request Birth Recovery Leave and Family Medical Leave

How to Request

Here are the steps to apply for this leave if your event is expected to occur on or after January 1, 2021:

1. Before the baby is born, contact your supervisor or [HR Business Partner](#) to request Family and Medical Leave.
2. Contact Lincoln Financial Group, the plan administrator for the university at [888-246-4483](tel:888-246-4483), to request Birth Recovery Leave. If you have elected Short-Term Disability (STD), this one entry point is where you can apply for STD and request Birth Recovery Leave.
3. You will receive a packet from your JHU HR Business Partner about your eligibility for FML. Have your physician complete the certification form and return it to Central HR as directed in the packet.
4. You will be notified by Central HR of your eligibility for FML.
5. When the baby is born, contact Lincoln Financial Group again to confirm the birth at [888-246-4483](tel:888-246-4483).



How to Request Parental Leave and Family Medical Leave

How to Request



As a birth mother, father, same-sex spouse/partner, adoptive parent or surrogate parent, here are the steps to apply for this leave:

If your event is expected to occur on or after January 1, 2021:

1. Contact your supervisor or [HR Business Partner](#) to request Family and Medical Leave.
2. Contact Lincoln Financial Group, the plan administrator for the university at [888-246-4483](tel:888-246-4483), to request Parental Leave.
3. You will receive a packet of information from your JHU HR Business Partner concerning your eligibility for FML. Return the completed paperwork to Central HR as directed in the packet.
4. You will be notified by Central HR of your eligibility for FML.
5. Discuss with your supervisor and agree to a plan for taking continuous or intermittent leave.



Leave Allocation

- Once leave is approved by the Lincoln Financial Group, Central HR will allocate Leave and notify HR Business Partner/Department

Fiscal Year July 2017 - June 2018 << Prior Year

Name: Test Person113	Hire Date: 02/13/1995	Scheduled: MTWTF
Personnel No: 11325	Jhed ID: TestJhed	Hours/Day: 8.0
Title: TestPerson	Elig Date: 02/13/1995	Hours/Week: 40.0
Dept: U7501	Employee Group: 1 - Full-time	Personnel Area: UN10 -- University Administration
Supervisor: Test Supervisor101	FLSA: N	Personnel Sub Area: U005 -- Staff Administrative

Vacation Limit: 44 Days **Hours/Holiday:** 8.0 Hours **Floats Used:** 0 Days

Print FY Template 2017 Allocated Leave Admin Option

[Select New Employee](#)

[Next Employee](#)

[Print Timesheet as a PDF](#)

To change this 210 form click on the submit button of the appropriate month.

codes		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Employee	Supervisor	Time Keeper
Jul	<div>submit</div>			8.0 X	8.0 H	8.0 X	8.0 X	8.0 X			8.0 X	8.0 X	8.0 X	8.0 X	8.0 X			8.0 X	8.0 X	8.0 X	8.0 X	8.0 X			8.0 X	8.0 X	8.0 X	8.0 X	8.0 X			8.0 X			Submitte 06/20/20
Aug	<div>submit</div>	8.0 FS	8.0 FS	8.0 FS	8.0 FS			8.0 FS	8.0 FBR	8.0 FBR	8.0 FBR	8.0 FBR			8.0 FBR	8.0 FBRD	8.0 FBRD	8.0 FBRD	8.0 FBRD			8.0 FBRD	8.0 FBRD	8.0 FBRD	8.0 FBRD	8.0 FBRD			8.0 FBRD	8.0 FBRD	8.0 FBRD	8.0 FBRD			Submitte 06/20/20
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Click Allocated Leave Button to see Leave Balance



Code Display

Electronic 210 Form - Month Detail

Test Person113 August 2017

INSTRUCTIONS: If the standard schedule is followed, **press submit at bottom of screen**. Otherwise, choose absence codes as appropriate then press submit at bottom of screen. PM boxes will default to the same value in AM boxes unless changed.

Sun	Mon	1 Tue	2 Wed	3 Thu	4 Fri	5 Sat
		Hours: 8.0 FS	Hours: 8.0 FS	Hours: 8.0 FS	Hours: 8.0 FS	Hours: 0.0
		0.0	0.0	0.0	0.0	0.0
6 Sun	7 Mon	8 Tue	9 Wed	10 Thu	11 Fri	12 Sat
Hours: 0.0	Hours: 8.0 FS	Hours: 8.0 X	Hours: 8.0 X	Hours: 8.0 X	Hours: 8.0 X	Hours: 0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
13 Sun	14 Mon	15 Tue	16 Wed	17 Thu	18 Fri	19 Sat
Hours: 0.0	Hours: 8.0	Hours: 8.0 X	Hours: 8.0 X	Hours: 8.0 X	Hours: 8.0 X	Hours: 0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
20 Sun	21 Mon	22 Tue	23 Wed	24 Thu	25 Fri	26 Sat
Hours: 0.0	Hours: 8.0	Hours: 8.0 X	Hours: 8.0 X	Hours: 8.0 X	Hours: 8.0 X	Hours: 0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
27 Sun	28 Mon	29 Tue	30 Wed	31 Thu	Fri	Sat
Hours: 0.0	Hours: 8.0	Hours: 8.0 X	Hours: 8.0 X	Hours: 8.0 X		
0.0	0.0	0.0	0.0	0.0		

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DOCUMENTATION:

Submit

Birth Recovery or Parental Leave codes will not show before or after the Leave approval dates



Entering New Codes

Electronic 210 Form - Month Detail

Test Person113 August 2017

INSTRUCTIONS: If the standard schedule is followed, **press submit at bottom of screen**. Otherwise, choose absence codes as appropriate then press submit at bottom of screen. PM boxes will default to the same value in AM boxes unless changed.

Sun	Mon	1 Tue	2 Wed	3 Thu	4 Fri	5 Sat
		Hours: 8.0 FS	Hours: 8.0 FS	Hours: 8.0 FS	Hours: 8.0 FS	Hours: 0.0
		0.0	0.0	0.0	0.0	0.0
6 Sun	7 Mon	8 Tue	9 Wed	10 Thu	11 Fri	12 Sat
Hours: 0.0	Hours: 8.0 FS	Hours: 8.0 FBR	Hours: 8.0 FBR	Hours: 8.0 FBR	Hours: 8.0 FBR	Hours: 0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
13 Sun	14 Mon	15 Tue	16 Wed	17 Thu	18 Fri	19 Sat
Hours: 0.0	Hours: 8.0 FBR	Hours: 8.0	Hours: 8.0 FBRD	Hours: 8.0 FBRD	Hours: 8.0 FBRD	Hours: 0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
20 Sun	21 Mon	22 Tue	23 Wed	24 Thu	25 Fri	26 Sat
Hours: 0.0	Hours: 8.0 FBRD	Hours: 8.0	Hours: 8.0 FBRD	Hours: 8.0 FBRD	Hours: 8.0 FBRD	Hours: 0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
27 Sun	28 Mon	29 Tue	30 Wed	31 Thu	Fri	Sat
Hours: 0.0	Hours: 8.0 FBRD	Hours: 8.0	Hours: 8.0 FBRD	Hours: 8.0 FBRD		
0.0	0.0	0.0	0.0	0.0		

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DOCUMENTATION:

Employee enters the New Parent Leave Codes as applicable. Codes appear on Begin Date of Leave at the Bottom of Code List

Submit



Parental Leave Allocation

[Electronic 210 Form](#)[Home](#)[Exit](#)[Help](#)[Codes](#)[Admin](#)

Welcome, **Brendatest Askew (U3004)**

E210 Allocated Leave Module

[New Entry](#)

Person113, Test U7501 Hopkins ID: Q80CGX

Entry 1

Leave Enabled	<input checked="" type="checkbox"/>
Type of Leave	Birth Recovery Leave
Begin Date	Aug 08, 2017
End Date	08 -- 10 -- 2017 (MM-DD-YYYY)
Hours Allocated	240.00 (maximum of 2 decimal places allowed)
UA Sign-off Perm	12808

Time	Hours	Days
Allocated	240.00	30.00
Used	240.00	30.00
Balance	0.00	0.00

[Update](#)

Entry 2

Leave Enabled	<input checked="" type="checkbox"/>
Type of Leave	Parental Leave
Begin Date	Sep 15, 2017
End Date	09 -- 15 -- 2018 (MM-DD-YYYY)
Hours Allocated	180.00 (maximum of 2 decimal places allowed)
UA Sign-off Perm	12808

Time	Hours	Days
Allocated	180.00	20.00
Used	84.00	8.00
Balance	96.00	12.00

[Update](#)

Birth Recovery Leave has expired.
Now Parental Leave is effective.

[JHU Finance](#)

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E210 Family Leave for New Parents Codes

- **BR - Birth Recovery Leave**
- **PL - Parental Leave**
- **FBR - Birth Recovery Leave w/FML**
- **FPL - Parental Leave w/FML**
- **BRD - Birth Recovery Leave w/STD**
- **FBRD - Birth Recovery Leave w/FML and STD**



E210 Holiday Codes While on Leave

There are special holiday codes when employees are in paid status, such as Birth Recovery and/or Parental Leave, while using FML and/or disability:


- **FHD - Holiday while on STD and FML**
- **FMH - Holiday while on FML**
- **HD - Holiday while on STD**

Holidays do not extend periods of disability/STD



Sample Email Notification

Email from Central HR to Department/HR Business Partner

 Send	From ▾	HRBusinessServices@jhu.edu
	To...	
	Cc...	
	Subject	Approval of Birth Recovery, STD, and Parental Leave for EMPLOYEE NAME AND PERNR

The above referenced employee has been approved for Birth Recovery Leave, Short-Term Disability (STD), and Parental Leave.

Birth Recovery leave pay at 100% will be effective from _ to _ (during the 14-day elimination period).

- Code E210 with FBR (or BR if not approved/eligible for FML)
- No ISR is required

STD and Birth Recovery Leave will be effective from _ to _.

- Code E210 with FBRD (or BRD if not approved/eligible for FML)
- Process Leave with Pay ISR effective _ (1st work day of STD approval) to place employee on leave of absence (LOA) with pay at _%; use reason code 6 (STD).
- To return the employee from LOA with pay, process a Return from LOA with Pay ISR with the effective date of _ which is the first work day after Birth Recovery Leave and STD end

Parental Leave may be utilized once Birth Recovery Leave and STD benefits are exhausted. The employee is approved for a maximum of 4 weeks of Parental Leave at 100% pay to be used between _ and _.

- Code E210 with FPL (or PL if not approved/eligible for FML)
- Parental Leave must be taken in full day increments; intermittent leave must be prearranged and preapproved by the employee's supervisor/department
- No ISR is required

If the employee is taking additional time beyond Birth Recovery Leave and Parental Leave and has accrued leave (sick or vacation time), enter the appropriate code in the E210. *Additional leave beyond the 12 weeks of FML must be approved by supervisor/department.*

Please complete all ISRs (if applicable) as soon as notice is received to avoid overpayments. If you have any questions, please email Birth-ParentalLeave@jhu.edu or call 443-997-2157. Thank you.



Contact Us

Central HR Business Services

Birth-ParentalLeave@jhu.edu

443-997-2157

or

The Lincoln Financial Group

888-246-4483

www.MyLincolnPortal.com

Company code: JHUEE