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

Select Time Off
Finding the Information about the Policy

Time Off

Finding the Information about the Policy

Select ‘Family Leave for New Parents’ and it will open this page ...
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**, to request Birth Recovery Leave. If you have elected Short-Term Disability (STD), this is the entry point 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**.
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 888-246-4403, 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.
Birth Recovery or Parental Leave codes will not show before or after the Leave approval dates.
Employee enters the New Parent Leave Codes as applicable. Codes appear on Begin Date of Leave at the Bottom of Code List.
Birth Recovery Leave has expired. Now Parental Leave is effective.
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
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

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-Parental.leave@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