



JOHNS HOPKINS  
UNIVERSITY

# LEAVE FOR NEW AND EXPECTANT PARENTS

# LEAVE OVERVIEW

- FAMILY MEDICAL LEAVE ACT AT A GLANCE



- BIRTH RECOVERY LEAVE



- PARENTAL LEAVE



- Additional Resources



- Who to Contact



# Family Medical Leave at a Glance

- FML protects your job to a maximum of 12 weeks based on medical necessity.
- FML is unpaid leave and runs concurrently with university paid leaves (birth recovery, parental leave, short term disability (STD) and long term disability (LTD)).
- See [Human Resources Policies](#) online for more details.
- Eligible for FML after completing 12 months of employment and working 1,250 hours in the 12 months preceding the requested leave.
- FML can be taken for the birth of a child and adoption or fostering of a child for both parents or domestic partners

# Request Family Medical Leave

- Prospective Parents apply for Family Medical Leave (FML) by requesting FML packet from your Supervisor, HR Business Partner or School Administrator, if you are Faculty.
- Your FML packet will indicate your eligibility, rights and responsibilities for FML and include the Medical Certification to be completed by your Health Care Provider and returned to Central HR via a secure SharePoint site.
- You will be notified by Central HR of your approval for FML.

# Paid Family Leave for New Parents

- Paid Family Leave for full or part-time faculty, visiting faculty, staff, and bargaining unit employees. This benefit is to help the birth parent to recover from childbirth and for both parents to spend precious bonding time with your new addition.
- JHU offers this provision to full- and part-time JHU faculty, visiting faculty, staff, and bargaining unit employees as long as they have been employed by JHU in an eligible status for at least a year at the time of the birth of their child or adoption placement of a child under the age of 12.

# Birth Recovery Benefits

- The birth parent will receive a *minimum* of six (6) weeks paid leave immediately following the birth of their child
  - Leave that may be required prior to birth is not covered by birth recovery benefits*
- Paid birth recovery leave may be extended based on medical necessity
- Birth recovery will run concurrently with approved Family Medical Leave (FML) and Short Term Disability (STD) benefits
- Approval dates for birth recovery is based on medical documentation received from your health care provider; holidays and university closures that occur during the birth recovery approval date do not extend periods of incapacity
- Employees are not required to use accrued leave while receiving birth recovery benefits

# How to Request Birth Recovery Leave

- At least 30 days before the baby is born, visit the Benefits website at [hr.jhu.edu](http://hr.jhu.edu) for details to contact the Lincoln Financial Group to initiate a birth recovery claim at **1-888-246-4483**
- When the baby is born, contact Lincoln Financial Group again to confirm the birth at **1-888-246-4483**
- Lincoln Financial Group will contact you about your approval for birth recovery and/or short term disability benefits

# Eligibility for Birth Recovery Leave

- Actively employed for at least one year as either full or part-time at the time of birth
- Classified as faculty, visiting faculty, Sr. staff appointed, Sr. staff, staff or bargaining unit
- Service as a JHU graduate student or post doctoral fellow will count towards the one year eligibility requirement if the baby is born while in one of the above employment statuses
- Birth Recovery Leave Benefit is only applicable to the birth parent
- Limited and casual staff are not eligible for Birth Recovery Leave



# Birth Recovery and Short-term Disability

- STD benefits can begin at any point that the birth parent becomes disabled
- Birth Recovery benefits begin with the birth of your child and provide salary continuance at 100% during the STD elimination period (14 calendar days)
- STD Benefits begin after the 14th consecutive day of absence and continue for up to 11 weeks provided you remain disabled and unable to work
- Lincoln Financial Group pays 60% of your weekly base earnings, not to exceed \$2,500 per week and 40% from JHU
- Employee who do not elect STD, will receive 100% of their pay from JHU during the birth recovery approval period



# Parental Leave Benefits

- Biological, adoptive 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 (in full day increments) if preapproved and prearranged with the supervisor/department
- Will run concurrently with unpaid FMLA

# Eligibility for Parental Leave

- Actively employed for at least one year as either full or part-time staff at the time of birth or placement of a child under age 12 for adoption
- Classified as faculty, visiting faculty, Sr. staff appointed, Sr. staff, staff or bargaining unit
- Service as a JHU graduate student or post doctoral fellow will count towards the one year eligibility requirement if the baby is born while in one of the above employment statuses
- Benefit is applicable to biological, adoptive, or surrogate parents, or the domestic or marital partner of a biological or adoptive parent
- Limited and casual staff are not eligible for paid parental leave
- Foster parents do not qualify for paid parental leave

# Parental Leave – How to Request

- You should contact your supervisor or HR Business Partner to request FML.
- At least 30 days before the baby is born or the child is placed for adoption, contact Lincoln Financial Group at 888-246-4483 to request Parental Leave.
- You will be notified by Central HR of your approval for FML.
- Lincoln Financial Group will approve the Parental Leave.

# Filing a Claim for Family Leave for New Parents

- MATERNITY LEAVE CLAIM PROCESS WITH LINCOLN FINANCIAL GROUP



# Additional Resources



Post an ad for care needs using Care.com and **JHU paid Premium Membership**

## Expand care@work Partnership:

- + Expert Assistance
- + Increased backup days to 20
- + Keyword search option to find JH affiliates



**Care Resource and Referral Benefits** w/ Maryland Family Network and Aetna through mySupport



**Child Care Affordability Program**



Introducing **Komae!** New resource for JH parents to find and share care in a co-op setting

Reminder: JHU has a **Childcare Voucher** Program providing financial assistance for families (within salary limits)





## Benefits Service Center

1101 E 33<sup>rd</sup> Street, Suite D200  
Baltimore, MD 21218

Phone 410-516-2000

FAX 443-997-5820

Email [benefits@jhu.edu](mailto:benefits@jhu.edu)

Website [www.benefits.jhu.edu](http://www.benefits.jhu.edu)

## HR Business Services

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Thank you!