



## Making the Most of Your Birth Recovery Leave & Parental Leave Benefits

### A Guide for Parents Who Are Giving Birth

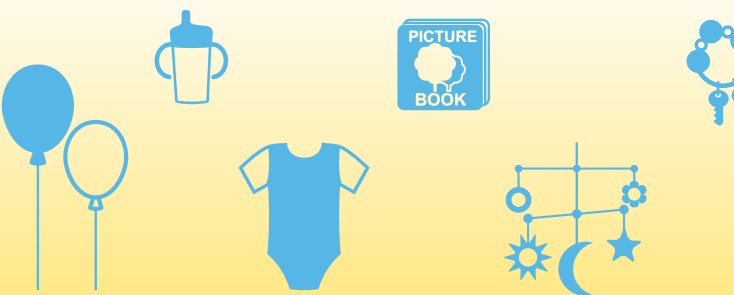


JOHNS HOPKINS  
UNIVERSITY

JHU is committed to the importance of balancing family, professional, and academic responsibilities by offering birth recovery leave and parental leave benefits for faculty and staff.

### ***Requesting Birth Recovery Leave & Parental Leave***

- Most employees with at least one year of continuous full- or part-time service are eligible.
- Contact The Lincoln Financial Group at 1-888-246-4483 up to 30 days in advance of your due date to begin the process of medical review.
- If you have elected Short-Term Disability (STD), this one entry point is where you can apply for STD and request birth recovery leave.
- If you are not covered by STD, the Lincoln Financial Group will assist with determining your eligibility for birth recovery leave.
- Benefits begin on your child's date of birth, so be sure to contact the Lincoln Financial Group again after the birth.
- You can extend your leave after birth recovery leave runs out by using parental leave.
- Parental leave is taken as a consecutive block of time after birth recovery leave or intermittently over the 12 months after birth.
- Discuss your request for parental leave with your supervisor as early as possible so that you and your department can plan for your time away.



### ***Fast Facts About Birth Recovery Leave***

- Offers full pay for a minimum of six weeks following the birth of a child
- If medical certification is extended, birth recovery leave benefits are also extended.

### ***Fast Facts About Parental Leave***

- Offers full pay for four weeks
- Can be taken in a block of time or intermittently within the 12 months following birth
- Scheduled in full days only

### ***Using Family Medical Leave (FML) with Birth Recovery Leave and Parental Leave***

- FML provides you with job protection while you are not at work
- Available for up to 12 weeks on a rolling twelve-month period
- Contact your supervisor or manager to request Family Medical Leave.



***To File a Short-Term Disability Claim or request Birth Recovery Leave:***

The Lincoln Financial Group

1-888-246-4483

<https://mylincolnportal.com/customer/samplp/johnshopkins>

Monday – Friday, 8 a.m. to 11 p.m. (ET)

Johns Hopkins University Company code: JHUEE

***For more Information on Birth Recovery and Parental Leave:***

JHU HR Compliance Services

443-997-2157

Monday – Friday, 10:00 a.m. to 4 p.m. (ET)

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