



## Making the Most of Your Parental Leave Benefits

A Guide for Birth Parents,  
Adoptive Parents and  
Surrogate Parents

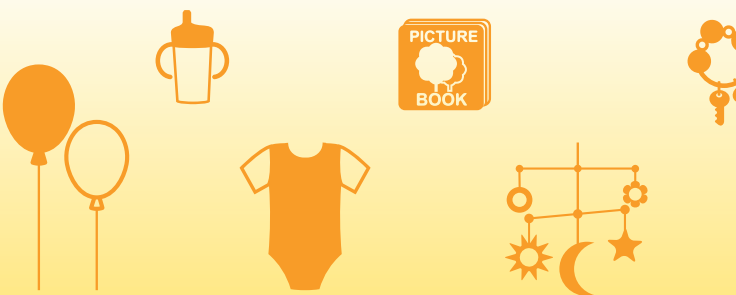


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JHU is committed to the importance of balancing family, professional, and academic responsibilities by offering parental leave benefits for faculty and staff.

***Requesting 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 to request Parental Leave.
- Parental leave can be taken as a consecutive block of time or intermittently over the 12 months after birth or placement of a child.
- You will need to provide evidence such as a birth certificate, hospital discharge papers, adoption paperwork, or pediatrician note.
- 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 Parental Leave***

- Leave is for birth parents, adoptive parents of children under age 12 and parents who have chosen a surrogate to deliver their child.
- Offers full pay for four weeks
- Can be taken as a consecutive block of time or intermittently within the 12 months following birth or placement of child
- Scheduled in full days only

### ***Using Family Medical Leave (FML) with Parental Leave***

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



***To File a Parental Leave Request***

The Lincoln Financial Group

1-888-246-4483

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

Johns Hopkins University Company code: JHUEE

***For More Information on Parental Leave:***

JHU Central Human Resources

443-997-2157

Monday – Friday, 8:30 a.m. to 5 p.m. (ET) Email:

[Birth-ParentalLeave@jhu.edu](mailto:Birth-ParentalLeave@jhu.edu)



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