



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

A Guide for Parents Who Are Giving Birth

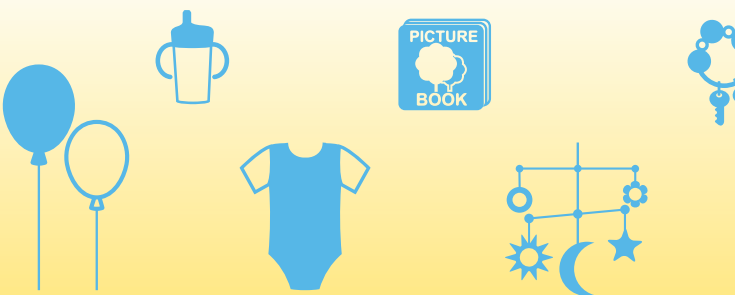


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JHU is committed to the importance of balancing family, professional, and academic responsibilities by offering birth recovery leave and parental leave benefits for faculty and staff.

Requesting Birth Recovery Leave & Parental Leave

- Most employees with at least one year of full- or part-time continuous service are eligible.
- Complete and submit the [Family Leave for New Parents Request Form](#) on the Benefits website.
- Contact The Hartford at 1-800-303-9744 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 Hartford 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 Hartford again after 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 six weeks following the birth of a child
- If medical certification is extended beyond six weeks, the birth recovery leave will be extended also

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



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

The Hartford

1-800-303-9744

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

Johns Hopkins University Policy #371107

**For more Information on Birth Recovery and
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



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