



## Questions you May Have About the Family Leave for New Parents Policy

The university is committed to supporting a diverse workforce and, as stated in the *Ten by Twenty* vision, to attracting the very best faculty and staff. This policy seeks to support new parents by recognizing the importance of balancing family, professional, and academic responsibilities.

### ABOUT FAMILY LEAVE FOR NEW PARENTS

#### When will this policy begin?

The policy began July 1, 2017 for all births or placements for adoption of children under age 12 occurring on or after this date. There is a look back period to June 1, 2017 for parental leave benefits **only**.

If your child was born or your adopted child was placed between June 1 and June 30, 2017 you are eligible for parental leave benefits. This leave is at full pay for four weeks that can be taken in consecutive blocks of time or intermittently in full days beginning on or after July 1 through the 12 months from the birth or placement of your child. Leave will not be paid retroactively and will commence once it is requested/approved.

#### Who is eligible for leave under this policy?

Most faculty, staff, or bargaining unit members who have been continuously employed in a full- or part-time position for at least one year are eligible.

The following categories of employees are not eligible for leave: limited and casual faculty and staff, faculty and staff who have been employed with continuous service for less than one year, and faculty members who either (a) are not engaged in active work for a period expected to last at least six months or (b) work less than 28 hours per week on a regularly scheduled weekly basis for the university.

Postdoctoral trainees and full-time graduate students are covered under a [separate accommodations policy](#).

#### How does this policy work with Family Medical Leave (FML)?

Provided you meet the eligibility requirements for FML, both birth recovery leave and parental leave run concurrently with the job protection you receive from FML. Any FML taken within the 12 months prior to this leave will reduce the amount of job protected leave available after the birth of your child or placement of your adopted child.

### LEAVE FOR PARENTS WHO GIVE BIRTH

#### What is birth recovery leave?

This leave provides parents with six weeks of paid leave immediately after they give birth. The leave may be extended if medically necessary.

#### As a parent who is giving birth, how do I apply for birth recovery leave and parental leave?

Here are the steps to apply:

1. Before the baby is born, complete the [Family Leave for New Parents Request Form](#) found on the Benefits website.
2. Contact The Hartford, the plan administrator for the university at 1-800-303-9744, to request birth recovery leave. If you have elected short-term disability (STD), this one entry point is where you can apply for STD and request birth recovery leave.
3. You will receive a packet from Central HR about your eligibility for FML, birth recovery leave and parental leave. Have your physician complete the certification form and return it to Central HR.
4. You will be notified by Central HR of your eligibility for FML.
5. When the baby is born, contact The Hartford again to confirm the birth at 1-800-303-9744.

#### Can parents who will give birth take birth recovery leave before the child is born if there is a disability or complications?

No, STD covers pre-birth leave if you have elected the coverage and are eligible for those benefits, or you can use your accrued leave for this time. If no accrued leave is available, the leave may be unpaid.

#### How does the Short-Term Disability Plan (STD) work with birth recovery leave?

If you have elected STD and are on an approved birth recovery leave, your first 14 days of leave (the period of time before STD begins) will be paid at 100% through birth recovery leave (JHU payroll). After this time, your STD coverage through The Hartford will pay 60% of your weekly salary up to \$1,000



and the university will pay the balance of your salary through payroll. If you have not elected STD, 100% of your salary during an approved leave will be paid by the university through payroll.

**I have been placed on restricted work, bed rest, or another pregnancy-related limitation. When does the birth recovery leave apply to me?**

Birth recovery leave begins after the birth has taken place. Should your physician require that you be placed on restricted work, bed rest or other pregnancy-related limitation before delivery, you should apply for STD through The Hartford if you have elected this benefit. If you have not elected STD, you can use your accrued leave during this time. If no STD or accrued leave is available, the leave may be unpaid.

**Can birth recovery leave be taken in partial days after I have returned to work?**

No, birth recovery leave can only be taken immediately following the birth. You cannot use this time after actively returning to work. You can use four weeks of parental leave (see below) in full-day increments following your return to work, or you may be able to use your sick leave or vacation time in accordance with your department policies.

**How will approved time for birth recovery leave be shown in E210?**

When you are approved for birth recovery leave, your leave will be visible through an allocated leave button at the top of the E210. Your department will be informed of your approval and how to code the leave.

Please also see information concerning **Leave for All Parents**.

**LEAVE FOR ALL PARENTS**

**What is parental leave?**

Parental leave provides new parents with four weeks of paid leave. For parents who give birth, these four weeks are in addition to weeks received for birth recovery leave. Full days of parental leave can be taken in consecutive blocks of time or intermittently within the first 12 months after the child's birth or adoption. Discuss this with your supervisor and agree to a plan that works for you and your department.

**Who is eligible for parental leave?**

Parents who give birth, spouses and partners of parents who give birth, parents adopting children under the age of 12, and parents of children born via surrogate.

**If I am a parent but did not give birth, how do I apply for parental leave?**

Here are the steps to apply for this leave:

1. Complete the [Family Leave for New Parents Request Form](#) found on the Benefits website.
2. You will receive a packet information from Central HR to gather information concerning your eligibility for FML.
3. You will be notified by Central HR of your eligibility for FML.
4. Discuss with your supervisor and agree to a plan for taking continuous or intermittent leave.

**If both parents are university employees, can each parent take parental leave?**

Yes, as long as each of you are eligible for the leave, you can take advantage of the policy.

**I became a parent to twins. Can I receive parental leave for each child?**

If multiple births or placements for adoption occur at the same time, the total parental leave benefit is four weeks of paid time off.

**Can I take additional leave after I use the birth recovery leave or parental leave?**

You may extend your leave in coordination with your department by using your accrued leave as permissible by policy or taking a leave of absence without pay. Faculty may negotiate accommodations with their departments.

**I am already on a leave of absence for a birth before July 1st. Am I eligible for paid leave?**

The policy starts July 1, 2017 for all births or placements for adoption of children under age 12 occurring on or after this date. There is a look back period to June 1, 2017 for parental leave benefits **only**.

If your child was born or your adopted child was placed between June 1st and June 30th, 2017, you are eligible for parental leave benefits under the new policy. This leave is at full pay for four weeks that can be taken in consecutive blocks of time or intermittently in full days beginning on or after July 1 through the 12 months from the birth or placement of your child. Leave will not be paid retroactively and will commence once it is requested/approved.



### **When and how do I request FML paperwork for leaves under this policy?**

The application for FML is a part of the [Family Leave for New Parents Request Form](#) found on the Benefits website. When you complete and submit the request form, you are also applying for FML.

### **Can I use my sick leave for child bonding?**

Yes, as of July 1, 2017, you can use any accrued leave for FML-approved child bonding. FML-approved child bonding is time that is taken by a parent, adoptive parent, or a person who assumes the obligations of a parent to a child (known as in loco parentis) after the birth of a child or placement of an adopted child or for a child with serious health conditions.

### **Are children placed for guardianship or foster care covered under this policy?**

No, children placed for guardianship or foster care are not covered under this policy.

## **OTHER CONSIDERATIONS**

### **How are my benefits impacted while I am on leave?**

When you take leave under this policy and are being paid, your current employee benefits will continue. Should you go on an unpaid leave of absence, you will be able to choose to be billed for coverage at the employee rate.

### **Are there changes to other benefits associated with this policy?**

Yes, an important update to our Adoption Assistance Program will also take place on July 1, 2017. The assistance for reimbursing costs for qualifying adoptive parents will increase from \$5,000 to \$15,000. For the simultaneous adoption of two or more children, this benefit increases to \$30,000. Find more information on adoption assistance and the related application process at <http://benefits.jhu.edu/other/adoption.cfm>.

### **Will I accrue time off during paid leave?**

Yes, you will accrue time off during these paid leaves if you are currently eligible to earn leave.

### **I enter my time in E210. Will that process change?**

Your time will continue to be entered in E210. When you are approved for birth recovery leave, your leave will be visible through an allocated leave button at the top of the E210.

### **Where do I go to learn more about the HR policies associated with leave programs?**

You can read the [Family Leave for New Parents Policy](#). Information on sick leave and vacation leave can be found [on the HR website](#).

### **As a supervisor, what is my responsibility to share information about the leave policy?**

When a faculty or staff member requests information concerning our leave programs, you should refer them to these online resources:

- The information shown on the [Benefits website](#) contains the Family Leave for New Parents Request Form and the process for applying for leave.
- Also at this site, there is a link to the policy. You will need to become familiar with how the policy works to guide a faculty or staff member through the process.

### **Where can I find my personnel number (PERNR)?**

The Family Leave for New Parents Request Form requires your personnel number. You can find this number on your pay stub, your E210 or through [Employee Self Service](#).

### **I have other questions. Who should I contact?**

If you have questions concerning your coverage under this policy or FML, email [Birth-ParentalLeave@jhu.edu](mailto:Birth-ParentalLeave@jhu.edu) or call 443-997-2157.