



Making the Most of Your Parental Leave Benefits

**A Guide for Mothers,
Fathers, Adoptive Parents,
and Surrogate Parents**

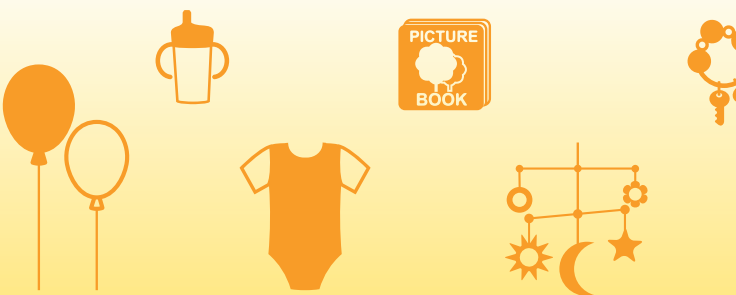


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JHU is committed to the importance of balancing family, professional, and academic responsibilities by offering parental leave benefits for faculty and staff.

Requesting Parental Leave

- Most employees with at least one year of full- or part-time continuous service are eligible.
- Complete and submit the [Family Leave for New Parents Request Form](#) on the Benefits website.
- 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 mothers and fathers, including adoptive parents of children under age 12 and surrogate parents
- 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



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



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