Birth Recovery and Parental Leave for Employees with FMLA and Without STD

### Prior to Birth
- Employee learns about policy from Benefits.JHU.edu, downloads a “Request for Leave” form, and submits it to: Birth-ParentalLeave@jhu.edu
- Employee contacts The Hartford to request Birth Recovery Leave (800-303-9744)
- Central HR notifies department via email of the employee's leave request and their eligibility
- Central HR sends notice and eligibility packet for FML, Birth Recovery Leave, and Parental Leave to employee
- Employee’s health care provider (HCP) completes the HCP form (WH-380E)
- HCP form is returned to Central HR, who forwards to Occupational Health for review
- Central HR sends FML determination and Designation Notice to employee and dept

### When the Baby is Born
- Employee contacts The Hartford (800-303-9744) when the baby is born
- The Hartford contacts the HCP to confirm birth date and medical needs; The Hartford approves Birth Recovery Leave
- The Hartford notifies employee and supervisor, and updates their claim system
- Central HR runs a report to retrieve claim status
- Central HR loads appropriate data into E210 (if staff), based on claim information

### At the End of Leave
- Employee informs department of their intent to take continuous and/or intermittent leave; intermittent leave must be prearranged with supervisor’s or department’s approval
- Employee’s health care provider (HCP) completes the HCP form (WH-380E)
- The Hartford contacts the HCP to confirm birth date and medical needs; The Hartford approves Birth Recovery Leave
- The Hartford notifies employee and supervisor, and updates their claim system
- Central HR approves Parental Leave and notifies employee and department
- Central HR loads appropriate data into E210 (if staff), based on claim information
- Department or employee enters codes in E210 (if staff)
- Department is responsible for monitoring Birth Recovery Leave and Parental Leave usage for Faculty/Sr. Staff Appointed

### Legend:
- Employee
- Dept/Manager
- The Hartford
- Central HR

Once Birth Recovery Leave and Parental leave benefits are exhausted, employees who wish to remain on leave in a paid status, will have to utilize their own leave accrual, if available. If no accrued leave is available, department must place the employee on leave of absence without pay.