Birth Recovery and Parental Leave for Employee with STD and FML

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 and STD (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 and STD
- The Hartford notifies employee and supervisor, and updates their claim system
- Central HR loads appropriate data into E210 (if staff), based on claim information
- Central HR approves Parental Leave and notifies the employee

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
- Central HR approves Parental Leave and notifies the employee
- Central HR runs a report to retrieve claim status
- Department creates and approves the ISR, indicating difference between STD and 100% salary
- Central HR provides second approval for the ISR

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

Employee notifies department of their intent to return to work as soon as possible, but gives at least two business days’ notice

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.

Department completes a “Return to Work” ISR

Central HR provides second approval for the ISR