Birth Recovery and Parental Leave for Employee with STD, but Ineligible for 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 sends FMLA Determination and Designation Notice of ineligibility to employee and department

**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
- Employee informs department of their intent to take continuous and/or intermittent leave; intermittent leave must be prearranged with supervisor or department approval.
- 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
- Department completes a “Return to Work” ISR
- Central HR provides second approval for the ISR

**At the End of Leave**
- 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

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