Eligible for STD, Not Qualified for Birth Recovery, Parental Leave, or 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 STD (800-303-9744)
- Central HR sends FMLA Determination Letter and Designation Notice of Ineligibility for FMLA, Birth Recovery Leave, and Parental Leave 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 STD and denies Birth Recovery Leave
- The Hartford notifies employee and supervisor, and updates their claim system
- Central HR runs a report to retrieve claim status
- Department creates and approves ISR, indicating difference between STD and 100% salary
- 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
- Department completes a “Return to Work” ISR
- Central HR provides second approval for the ISR

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

Department is responsible for:
- Monitoring leave usage
- Processing appropriate ISRs
- Consulting Central HR