



Making the Most of Your Parental Leave Benefits

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

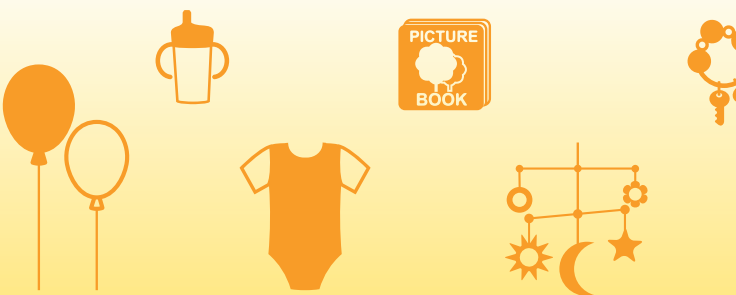


JOHNS HOPKINS
UNIVERSITY

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