



# Family Leave for New Parents

Guideline: HR101

Responsible Executive: Vice President  
for Human Resources

Responsible Office: Human Resources

Approved by: Senior Planning Group

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## Policy Statement

This Policy sets out the eligibility requirements, benefits provided, and procedures for faculty and staff to utilize birth recovery and parental leave at Johns Hopkins University (collectively “Johns Hopkins University Family Leave for New Parents” or “JHU Family Leave”).

## Who Is Governed By This Policy

This policy applies to full and part time faculty and staff of the University.

## Exceptions/Exclusions

Postdoctoral trainees (interns, residents and postdoctoral fellows or scholars), employees of the Applied Physics Laboratory, and Johns Hopkins Emergency Medical Services. Faculty and staff who do not have one (1) year of continuous full or part time service are also excluded.

## Purpose

Johns Hopkins University ("JHU" or "University") recognizes the importance of balancing family, professional, and academic responsibilities faced by new parents and promoting the well-being of their families. Effectively integrating the professional and personal lives of University faculty and staff members is essential to maintaining a vibrant and productive academic community. The University is supportive of accommodating faculty and staff members who are expecting a new child, and offers a variety of benefits to enable members of the University community to integrate their many roles.

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As described in more detail below, the University provides a paid leave benefit that supplements the minimum provisions of the Family and Medical Leave Act of 1993 (FMLA). For all eligible full-time and part-time faculty and staff members, the University provides six weeks of fully-paid, job-protected birth recovery leave immediately following the birth of a child for parents who give birth, and four weeks of fully-paid, job-protected parental leave for parents of all genders, including mothers, fathers, adoptive parents, and parents using gestational carriers. The 12-week leave entitlement under the FMLA will run concurrently with JHU Family Leave.

**Definitions**

<b>Administrative Transfer</b>	An involuntary movement of an employee from one organization's payroll to another which is initiated by one of the covered organizations following a determination using the employment-based criteria guidelines as established between JHU and JHHS. Generally, the primary functions of the employee's position will not change as the result of an administrative transfer. The staff member will be terminated from one organization and hired onto the other's payroll with no loss of service. Vacation leave is paid out by the transferring organization and sick leave is transferred to the receiving organization. Years of service from the transferring organization will be used to determine vacation accrual at the receiving organization.
<b>Eligible Staff</b>	<p>Staff members who have been employed by the University for at least one continuous year in full-time or part-time status immediately preceding the birth or placement of a child for adoption are eligible for JHU Family Leave benefits under this Policy, subject to the specific requirements for Birth Recovery Leave and/or Parental Leave. If a staff member has not fulfilled the one continuous year of employment requirement prior to the birth or placement of a child, then the staff member is not eligible for the JHU Family Leave benefit. The continuous year of employment includes periods of approved paid or unpaid leaves of absence immediately preceding the commencement of Birth Recovery and/or Parental Leave.</p> <p>Limited and casual staff are not eligible for JHU Family Leave benefits. For complete position descriptions consult the <a href="#">Position Categories</a> policy in the Johns Hopkins University Policy &amp; Document Library.</p> <p>Interns, Residents, and Postdoctoral trainees, fellows, and/or scholars are not covered under this Policy, and are encouraged to consult the New Child Accommodations for Full-Time Graduate Students and Postdoctoral Trainees Policy for information on parental accommodations.</p>

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<b>Eligible Faculty</b>	<p>Faculty members who have been employed by the University for at least one continuous year in full-time or part-time status immediately preceding the birth or placement of a child for adoption are eligible for JHU Family Leave benefits under this Policy, subject to the specific requirements for Birth Recovery Leave and/or Parental Leave. If the faculty member has not fulfilled the one continuous year of employment requirement prior to the birth or placement of a child, then the faculty member is not eligible for the JHU Family Leave benefit. The continuous year of employment includes periods of paid or unpaid, approved leaves of absence immediately preceding the commencement of Birth Recovery and/or Parental Leave. Additionally, faculty members must be committed to a contractual term expected to last longer than six months in order to be eligible for JHU Family Leave benefits.</p> <p>Faculty who demonstrate 50-75% effort, which generally equates to at least 19 hours, but less than 28 hours per week on a regularly scheduled basis for the University, are considered part-time faculty.</p> <p>Faculty who demonstrate 75% effort or more and work a minimum of 28 hour per week on a regularly scheduled weekly basis for the University are considered full-time faculty.</p> <p>Faculty includes an individual with an official, contractual agreement connecting the individual to an academic title. The academic title represents a core function or a special affiliation in the academic areas of teaching and research. Such titles include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Professorial titles (including modified titles of adjunct, acting, or visiting)</li> <li>• Professor of practice, associate professor of practice, assistant professor of practice (including modified titles of adjunct, acting, or visiting)</li> <li>• Clinical professor, associate clinical professor, assistant clinical professor (including modified titles of adjunct, acting, or visiting)</li> <li>• Instructor (including modified title of visiting)</li> <li>• Lecturer/senior lecturer (including modified title of visiting)</li> <li>• Research Associate</li> </ul> <p>Note: Under this Policy, graduate student appointments, such as graduate teaching assistant and graduate research assistant, are not academic titles, nor are postdoctoral appointments such as intern, resident, scholar, trainee, or fellow.</p> <p>The Provost, Chair of the department, or designated dean shall certify the status of the individual requesting the Family Leave benefit(s).</p>
<b>Child</b>	Biological or adopted child, or stepchild.

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<b>Parent</b>	<p>Biological, adoptive, or surrogate parent, or the domestic or marital partner of a biological or adoptive parent.</p> <p>For the purposes of confirming the family relationship, eligible faculty or staff must provide the University with a copy of one official document (birth certificate, hospital discharge papers, adoption paperwork, or pediatrician note) within 15 days of the birth or placement.</p> <p>Domestic or marital partners of biological or adoptive parents will be required to provide the University with documentation to confirm the existence of the partnership (e.g., marriage license, Johns Hopkins University Affidavit of Marriage/Domestic Partnership).</p>
<b>Parent Who Gives Birth</b>	An individual who gives birth to a child.

**Policy****I. JHU Family Leave for New Parents – Eligibility Requirements**

Staff members who have been employed by the University for at least one continuous year in full-time or part-time status immediately preceding the birth or placement of a child under age 12 for adoption are eligible for JHU Family Leave benefits under this Policy, subject to the specific requirements for Birth Recovery Leave and/or Parental Leave. If a staff member has not fulfilled the one continuous year of employment requirement prior to the birth or placement of a child, then the staff member is not eligible for the JHU Family Leave benefit. For faculty and staff members who have had an appointment as a full-time JHU postdoctoral trainee or a full-time graduate student immediately prior to their appointment as faculty or staff, their service as JHU postdoctoral trainees or graduate students shall count towards the one continuous year of service threshold requirement. For purposes of this Policy, “eligible full-time postdoctoral trainees” and “eligible full-time graduate students” are defined in the University Policy on [New Child Accommodations for Full-Time Graduate Students and Postdoctoral Trainees](#).

Staff members who are administratively transferred to the university may use continuous full or part-time service from the transferring institution to satisfy the one (1) year service requirement needed to be eligible for birth recovery and/or parental leave benefits.

A faculty or staff member who has exhausted his or her FMLA leave entitlement may still receive JHU Family leave benefits under this Policy. This Policy does not change the terms or conditions of collective bargaining agreements.

In order to request leave under this Policy, eligible faculty and staff must contact the Lincoln Financial Group by calling 1-888-246-4483 or reporting the claim [online](#).

**II. JHU Family Leave for New Parents – Specific Leave Benefit**

For eligible faculty and staff, the University provides two types of JHU Family Leave: Birth Recovery Leave and Parental Leave.

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**A. Birth Recovery Leave**

Parents who give birth and who meet the eligibility requirements for faculty or staff are entitled to six (6) weeks of fully-paid, job-protected Birth Recovery Leave immediately following the birth of a child. This Leave may be extended based on medical necessity; in no case will it exceed thirteen (13) weeks (after which time the person will be eligible for Long Term Disability). Birth Recovery Leave will run concurrently with the 12-week leave entitlement under FMLA. Birth Recovery Leave applies only to parents who give birth, regardless of method of delivery; must be taken immediately upon the birth of a child; and may not be taken intermittently.

Eligible parents who give birth will receive six (6) weeks of paid leave (or more, based on medical necessity), prorated for their work schedule. For example, an eligible parent who gives birth who was scheduled to work 32 hours per work week would receive 192 hours of paid Birth Recovery Leave (32 standard hours divided by 40 hours x 240 = 192 prorated leave hours).

Eligible parents who give birth who have elected the Short-Term Disability Plan (“STD”) will have their first two weeks of leave (the period before STD coverage begins) paid by JHU. For the four (or six) weeks following, the STD coverage will pay 60% of weekly salary up to \$2,500 and JHU will pay the balance of the salary. Eligible parents who give birth who have not elected STD will have all weeks of Birth Recovery Leave paid by JHU. All parents who give birth, regardless of whether they have elected STD, are responsible for contacting Lincoln Financial Group at 1-888-246-4483 to report the delivery and establish eligibility for the Birth Recovery Leave.

A birth parent who miscarries or gives birth to stillborn children or one who gives birth as a gestational carrier (i.e., surrogate parents) may also be eligible for birth recovery leave under this Policy. To confirm eligibility, they should contact Lincoln Financial Group to file a claim.

**B. Parental Leave**

Parents who meet the eligibility requirements for faculty or staff are entitled to four (4) weeks of fully-paid, job-protected Parental Leave. Parental Leave can be used intermittently in full-day increments within the first 12 months after the birth or placement of a child under age 12, based on a schedule that is prearranged and preapproved by the parent’s supervisor, using the procedures below (e.g., every Friday off for 5 months). The Parental Leave benefit is designed to make it possible to maintain the parent’s existing employment status and to facilitate their return to full participation in professional and/or scholarly work in a seamless manner.

Parental Leave applies equally to birth and non-birth parents of any gender. Parental Leave will begin once Birth Recovery Leave has been exhausted, for eligible parents who give birth and choose to use this benefit. Parental Leave must run concurrently with the 12-week leave entitlement under FMLA when available, for all eligible parents including parents who give birth. If the leave qualifies under the parental leave guidelines, parental leave must be exhausted first before utilizing any other paid leave (ie sick, vacation, paid benefit time, etc).

Eligible faculty or staff will receive four (4) weeks of paid leave, prorated for their work schedule. For example, an eligible parent who was scheduled to work 32 hours per work week would receive 128 hours

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of paid Parental Leave (32 standard hours divided by 40 hours x 160 = 128 prorated leave hours). In order to apply for parental leave, you must contact Lincoln Financial Group at 1-888-246-4483. Once your eligibility for parental leave is confirmed, you will have to provide a copy of one official document (birth certificate, hospital discharge papers, adoption paperwork, or pediatrician note) to Lincoln Financial Group.

Eligible faculty and staff who continue to be approved for Long Term Disability (LTD) benefits following the expiration of Birth Recovery Leave, may use Parental Leave to cover the portion of leave not paid by the LTD benefit provider. Requests to use Parental Leave in conjunction with LTD benefits must be submitted directly to the LTD benefit provider. Approval notices for Parental Leave will be sent by HR Compliance Services to the departmental HR Business Partner and supervisor.

**Policy Enforcement**

<b><i>Enforcement</i></b>	The Office of Human Resources is responsible for enforcing this Policy.  The Office of Human Resources is responsible for investigation suspected violations, and may recommend disciplinary action, up to and including termination or dismissal in accordance with any applicable University policy or process.
<b><i>Reporting Violations</i></b>	Suspected violations of this Policy should be reported to the Office of Human Resources, or to the Speak2Us Compliance Hotline at 844-SPEAK2US (844-773-2528) or via the <a href="#">online form</a> .

**Procedures**

<b>Faculty and Staff Birth Recovery Leave</b>	Refer to the Benefits website at: <a href="http://benefits.jhu.edu/leaves-disability/birth_recovery_leave.cfm">http://benefits.jhu.edu/leaves-disability/birth_recovery_leave.cfm</a>
<b>Faculty and Staff Parental Leave</b>	Refer to the Benefits website at: <a href="http://benefits.jhu.edu/leaves-disability/parental_leave.cfm">http://benefits.jhu.edu/leaves-disability/parental_leave.cfm</a>

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**Related Resources**

<b>University Policies and Documents</b>
<a href="#">Johns Hopkins University Family and Medical Leave Policy</a>
<a href="#">Johns Hopkins University Sick Leave Policy</a>
<a href="#">Faculty Parental Leave Guidelines (School of Medicine)</a>
<a href="#">Johns Hopkins University Adoption Assistance Policy</a>
<a href="#">Policy Regarding Reasonable Break Time for Nursing Mothers</a>
<a href="#">Breastfeeding Support Program</a>
<a href="#">Frequently Asked Questions</a>
<b>University Forms and Systems</b>
<a href="#">Adoption Assistance Form</a>
<a href="#">Faculty and Staff Request for Reasonable Workplace Accommodation Form</a>

**Contacts**

<b>Subject Matter</b>	<b>Office Name</b>	<b>Telephone Number</b>	<b>E-mail/Web Address</b>
Policy Clarification and Interpretation	HR Compliance Services	443-997-2157	<a href="mailto:HRComplianceSvcs@jhu.edu">HRComplianceSvcs@jhu.edu</a>
Requesting Faculty and Staff Workplace Accommodations	Office of Institutional Equity	410-516-8949	<a href="http://oie.jhu.edu/ada-compliance/faculty-staff-workplace-accommodations/index.html">http://oie.jhu.edu/ada-compliance/faculty-staff-workplace-accommodations/index.html</a>