AU PARENTAL LEAVE CHECKLIST

1. OPTIONAL – PRENATAL CARE VIA DC PAID FAMILY LEAVE. DC PAID FAMILY LEAVE OFFERS UP TO 2 WEEKS OF PRENATAL CARE FOR QUALIFIED INDIVIDUALS.

Please note that American University has no impact on the employee's approval status for DC Paid Family Leave benefits.

- ☐ Calculate an estimate of what you may receive (will not be 100% of your salary) – Click here for Calculator.

2. SUBMIT AU LEAVE REQUEST FORMS (2) & INFORM DEPARTMENT

- ☐ Inform your supervisor and HR of your need for leave and an estimate of how long you will be out. Please note that you do not have to provide your supervisor or HR with personal information.
- ☐ Go to the AU Request form page - https://help.american.edu/help?id=sc_cat_item&sys_id=aa4c70681b65d0109fa73224cc4bcb9b
- ☐ Submit one form for Short Term Medical Leave and use the scheduled date of delivery for the baby as the start date. It is okay that this date may change. Please note that the form submission will be sent to your department and to HR.
- ☐ Submit one form for AU Parental Leave. Please use your best estimate for a start date, scheduled at least 6 weeks after the delivery of the baby. It is okay that this date may change. Please note that the form submission will be sent to your department and to HR.
- ☐ *Important* - If you manage other employees, you must delegate your time and time off approvals before the start of your leave to avoid approval and payroll delays for your employees.

3. CONTACT THE HARTFORD TO OPEN A SHORT TERM MEDICAL LEAVE/FAMILY AND MEDICAL LEAVE CLAIM FOR THE BIRTH OF THE BABY. RECOMMENDED 4-5 WEEKS PRIOR TO DUE DATE.

- ☐ Review The Hartford brochure sent in email from HR.
- ☐ Contact The Hartford via their website or by calling 1-800-931-2347 to open a claim.
- ☐ Website Information: thehartford.com/mybenefits
- ☐ Have the following information Ready:

  Employer name: American University

  Policy Number: 590124

  Name, Address, and other key identification information

  Your treating physician's name, address, phone, and fax numbers

  The nature of your claim or leave request

4. DC PAID FAMILY LEAVE – MUST BE DONE WITHIN 1ST MONTH OF BABY'S BIRTH

- ☐ Please visit https://dcpaidfamilyleave.dc.gov/how-to-apply-for-benefits/ to get started with the paperwork and apply. Note: Cannot submit official application until the baby is born.
- ☐ During application process, please authorize DC to disclose your benefit amount to American University (Required per AU policy).
- ☐ (Optional) – Fill out form to allow an authorized user (Partner, Family Member, Friend) to complete the claim for you since this cannot officially submitted until after the baby's birth.
- ☐ When approved for DC Paid Family Leave benefits, please forward the written approval notice to your HR contact (Grace McKinnon or Bryan Brougham).
- ☐ Upon receipt of first payment, please inform your HR Leave contact (Grace McKinnon or Bryan Brougham) of the first date funds were received and amount received.

5. IMPORTANT REMINDERS/INFORMATION

- ☐ The DC Paid Family Leave Benefit is paid for 12 weeks, the maximum timeframe for their benefit in a 52-week period.
- ☐ American University will offset your pay by the amount of the DC benefit for 12 weeks of Parental Leave. The total of the two sources between your AU pay and what the amount received from DC Paid Family Leave will total what you would normally receive on your pay.
- ☐ While offsets of your AU pay are being made to account for amounts received by DC Paid Family Leave, your benefits such as health insurance will remain intact. However, because retirement accounts are often set to a percentage of one's pay, this will alter the amount that is put into your retirement account. Please consult with your tax advisor or accountant if this is of concern to you.
- ☐ If you have parking/commuter benefits through AU and wish to cancel them during your leave, please contact Optum Financial to cancel your Commuter Benefits, and for parking benefits, please visit https://www.american.edu/finance/transportation/parking.cfm
- ☐ DC Paid Family Benefits does offer up to 2 weeks of Prenatal Care to qualified individuals. Please inquire through the DC Paid Family Leave website or by calling (202) 889-3700. Please note that American University has no impact on the employee's approval status for DC Paid Family Leave benefits.
- ☐ **You will not be required to submit your timesheet/leave reports while on leave. For those on intermittent Family Medical Leave (FMLA), please be advised:**

  a-Enter your intermittent absence in the Hartford system within 5 business days of taking your absence. This can be done online or by telephone.

  b-Please continue to enter the rest of your work or other time off such as sick, vacation, or holidays as per usual on the AU timesheet/leave report.

  c-Except in emergency medical situations, please alert your supervisor to upcoming FMLA absences prior to the necessary absence and as early as possible so that your department can plan as needed.

    i-Note: Intermittent leave is not available for the Short Term Medical or AU Parental portion of your leave.
- ☐ ***Important* - As stated in section II, if you manage other employees, you must delegate your time and time off approvals before the start of your leave to avoid approval and payroll delays for your employees.**