AU PARENTAL LEAVE CHECKLIST

1. INFORM YOUR DEPARTMENT & SUBMIT AU PARENTAL LEAVE REQUEST FORM. RECOMMENDED 30 DAYS PRIOR TO START DATE.

- ☐ 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 AU Parental Leave at least 30 days in advance. Please use your best estimate for a start date. 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.

2. CONTACT THE HARTFORD TO OPEN A PARENTAL LEAVE/FAMILY AND MEDICAL LEAVE (FMLA) CLAIM. RECOMMENDED 30 DAYS PRIOR WEEKS PRIOR TO START DATE.

- ☐ Review the The Hartford brochure sent in email from HR.
- ☐ Contact The Hartford via their website or by calling 1-800-931-2347
- ☐ Website Information Website: 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

3. 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.
- ☐ 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.
- ☐ 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

Important: Please note that during the application process, DC will give you an option to elect for having Federal and DC taxes deducted from your DC Paid Family Leave payments. American University will not deduct taxes for any funds an employee receives from DC Paid Family Leave. Please consult with your tax advisor for guidance or if you have any questions about this.

4. 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.
- ☐ **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 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 AU Parental portion of your leave.**