



IMPORTANT PAY NOTICE

DC Employee: This notice is regarding your current or upcoming leave of absence. Your GW paid benefits (i.e. GW Paid STD, PPL) will be offset by the benefit amount you are eligible for under DC Paid Family Leave (PFL). This means that your GW paid benefit will be reduced by the benefit amount you are eligible for under DC PFL. Failure to act could have negative effects on your pay.

ACTIONS NEEDED:

- As close as possible to your LEAVE BEGIN DATE, apply for DC PFL benefits. DC pays out benefits based on application date, not leave begin date.
- In order to receive all eligible benefits during your leave, apply for both
 - Paid benefits through Lincoln Financial **AND**
 - DC PFL through the DC government.
- During the claim application process for DC PFL benefits, please enter **GW Benefits** and timeoff@gwu.edu as your supervisor name and email. This will ensure timely notification to GW Benefits of your DC PFL claim determination.
- Submit your DC PFL approval or denial letter to Lincoln Financial to ensure appropriate coordination and receipt of GW benefits.
- Review the [DC Paid Family Leave FAQs](#) on the GW Benefits website for detailed information on how the university's benefits coordinate with DC Paid Family Leave.

To apply for GW paid benefits, review the [application instructions](#) and contact Lincoln Financial to apply.

To apply for DC PFL benefits, [apply online](#) or call the DC Office of Paid Family Leave at 202-899-3700.

Please contact GW Benefits at timeoff@gwu.edu with any questions.