



DC PAID FAMILY LEAVE FREQUENTLY ASKED QUESTIONS (FAQS)

WHO IS ELIGIBLE FOR DC PAID FAMILY LEAVE?

You are eligible for DC Paid Family Leave benefits if you:

- Spend more than 50% of your time working in DC, including teleworking from DC and;
- GW is reporting your wages to DC for the purpose of unemployment insurance taxes.

WHAT DOES DC PAID FAMILY LEAVE PROVIDE?

- 12 workweeks of qualifying parental leave;
- 12 workweeks of qualifying family leave;
- 12 workweeks of qualifying medical leave; and
- 2 workweeks of qualifying pre-natal leave.

Note, the right to prenatal leave is separate from the right to parental leave. An eligible employee can take the maximum amount of both types of leave available.

HOW IS DC PAID FAMILY LEAVE PAID?

The DC Government will be responsible for calculating the actual benefit amount and providing payment directly to employees.

IS DC PAID FAMILY LEAVE JOB-PROTECTED LEAVE?

DC Paid Family Leave does not provide job protection. Employees should also apply for FMLA leave through Lincoln Financial so their absence is protected.

HOW DO I APPLY FOR DC PAID FAMILY LEAVE?

DC PFL is administered and paid directly through the DC government. Applications for DC Paid Family Leave can be submitted through the [DC Paid Family Leave website](#) or by calling (202) 899-3700. If you need assistance with applying for DC PFL, please contact DC's Office of Paid Family Leave at 202-899-3700. DC may not permit an application for benefits prior to the event date, DC requires the PFL application to be submitted no later than 30 days after the event date. Note, DC requires applicants use the [ID.me Single Sign-On \(SSO\)](#) to access the DC Paid Family Leave Benefits Administration System (PFLBAS).

If you are approved for DC PFL benefits, you will receive benefit payments from the DC government on a biweekly basis, either by direct deposit or prepaid debit card, depending on the method you selected while filing your claim. You can find information regarding the prepaid debit card in the [DC PFL Employee Handbook](#).

HOW IS THE DC PAID FAMILY LEAVE BENEFIT PROGRAM FUNDED?

DC employers, like GW, are required to contribute via a payroll tax to help fund the DC Paid Family Leave benefits for employees. This tax is 100% GW paid, with no employee contribution required.

HOW CAN I CALCULATE MY DC PAID FAMILY LEAVE BENEFITS?

If you are eligible for DC Paid Family Leave, you may receive a weekly benefit amount up to 90% of your weekly wages, with a maximum weekly benefit amount of **\$1,190**. The [DC Paid Family Leave website](#) provides a [Weekly Benefit Calculator](#) you can use to estimate your weekly benefit amount.

HOW DO DC PAID FAMILY LEAVE BENEFITS COORDINATE WITH GW PROVIDED BENEFITS?

DC Paid Family Leave benefits received by employees is considered deductible income under GW paid short-term disability and staff paid parental leave programs. This means the amount you are eligible for under the DC Paid Family Leave benefit will be **subtracted** from your GW provided benefits. When applying for FMLA and GW provided benefits, Lincoln Financial will estimate the amount of your DC Paid Family Leave benefit which will be subtracted from your GW provided benefits. See below for an example.

Benefits Coordination Example:

An employee who works more than 50% of the time in DC needs leave for a medical procedure and will need to take 16 weeks off work. The employee is eligible for 100% GW Paid Short Term Disability and DC Paid Family Leave. The employee's weekly wages (before taxes) is \$1000. DC Paid Family Leave is approved for 12 weeks, which is the maximum duration for DC Paid Family Leave benefits for the employee's own health condition. GW Paid Short Term Disability is approved for 16 weeks, including the 14-day GW paid STD benefit elimination period.

Week one and two: The employee receives \$865 from DC for DC PFL benefits. The employee can also elect to use available vacation and sick time to supplement GW pay during GW Paid STD benefit elimination period.

Week three through twelve: The employee receives \$865 from DC for DC PFL benefits and \$135 from GW for GW Paid STD benefits.

Week twelve through sixteen: The employee receives \$1000 from GW for GW Paid STD benefits.

IF MY DC PAID FAMILY LEAVE BENEFITS ARE DENIED, CAN I APPLY FOR AN OFFSET REIMBURSEMENT?

If your DC Paid Family Leave benefits are denied, you need to file an appeal with the DC Office of Paid Family Leave as outlined in your denial letter from DC. The DC Office of Paid Family Leave must receive your appeal within ten (10) business days of the mail date on the denial letter.

If both your DC PFL application and appeal are denied and DC notifies you that you are not eligible for DC Paid Family Leave benefits, you may be eligible to be reimbursed for any offsets that have been processed to your GW paid STD or GW paid parental leave benefits*. In order to apply for an offset reimbursement, you will need to send copies of all DC PFL denial letters (including original application denial and appeal denial) to timeoff@gwu.edu within 30 days of the date on the DC PFL appeal denial letter. No offset reimbursement requests will be reviewed after the 30-day deadline has passed. In order to apply for an offset reimbursement, you will need to provide proof that you completed the entire appeal process, including that you provided sufficient medical documentation to the DC Office of Paid Family Leave to qualify for DC Paid Family Leave benefits.

*If you received a denial from DC because you failed to apply for DC PFL in a timely manner, then no offset reimbursement will be made by GW. In addition, if your DC PFL benefit or appeal was denied because you failed to submit all of the required medical documentation for approval, then no offset reimbursement will be made.

WHAT IF I NEED ASSISTANCE WITH APPEALING A DENIED DC PAID FAMILY LEAVE CLAIM?

GW's [Health Advocate](#) program is a special benefit provided by the university. In addition to assisting with choosing insurance plans and untangling medical bills, Health Advocate can assist you in understanding what is required for disability or paid parental leave claims or to appeal a denied disability or paid family leave claim. Contact Health Advocate at (866) 695-8622 or visit healthadvocate.com/gwu.

Questions?

For questions regarding the DC Paid Family Leave program, please contact the DC Office of Paid Family Leave at does.opfl@dc.gov or visit their website at dcpaidfamilyleave.dc.gov where you can find details on eligibility, benefit calculations and more.

For information on GW-administered parental, family and medical leave benefits, including how those benefits coordinate with DC Paid Family Leave, please contact GW Benefits at timeoff@gwu.edu. Detailed information on GW-administered benefits can also be found on the [GW Benefits website](#).