

# Reporting your Claim or Leave

GW Benefits  
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THE GEORGE  
WASHINGTON  
UNIVERSITY  
WASHINGTON, DC

Lincoln Financial administers leave and disability programs for GW including FMLA leave, USERRA leave, Staff Paid Parental leave, DC Parental leave (for school events) as well as short-term and long-term disability. Lincoln is available 24 hours a day, seven days a week. You can report a claim or leave and check its status through Lincoln's secure website or by phone. Please visit MyLincolnPortal at [go.gwu.edu/MLP](https://go.gwu.edu/MLP) to access employee resources and online tools.



## When Do I Report a Claim or Leave?

Please report a claim or leave at least 30 days in advance of a planned absence, or as soon as possible for an unplanned absence.



## How Do I Report a Claim or Leave?

1. Report your claim or leave at [go.gwu.edu/MLP](https://go.gwu.edu/MLP) or call 1 (800) 213-5609 to speak with an Intake Specialist. **Please have the following information available when you report your claim or leave:**
  - Your GWID, telephone number and email address
  - Your manager's name, telephone number and email address
  - The reason for your absence
  - Your last day worked, first day absent from work and anticipated return to work date
  - Your healthcare provider's name, address, fax and telephone numbers, if applicable
2. Keep a record of your claim or leave number.  
**You can check the status of your claim or leave online at [go.gwu.edu/MLP](https://go.gwu.edu/MLP) or by calling your Case Manager at 1 (800) 210-0268 or Leave Specialist at 1 (888) 787-1751.**
3. Notify your manager and HR representative that you need to take a leave of absence. You do not need to provide any medical details or documentation to your manager.



If your absence is for your own health condition or pregnancy, and you do not have GW short-term disability coverage, **please call Lincoln instead of applying online.** Please tell the Intake Specialist to open a standalone leave for you so an STD claim is not opened. Online submission will automatically open an STD claim and delay your leave packet which contains the required forms for leave approval.

For more information, visit the GW Benefits website at [hr.gwu.edu/benefits](https://hr.gwu.edu/benefits). You can find important information on benefits continuation and requirements for returning to work, as well as links to resources available to new and expecting parents. Please contact GW Benefits at (571) 553-8382 or [timeoff@gwu.edu](mailto:timeoff@gwu.edu) with any questions.



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