FAMILY LEAVE GUIDE AND CHECKLIST

Eligible employees can request leave under FMLA to care for a family member with a serious health condition. This guide is designed to assist you through each step of your family leave. A helpful leave checklist is also available at the end of this guide.

TAKING A LEAVE OF ABSENCE FROM WORK
Please review important policy information about FMLA leave, including eligibility and entitlements as well as your rights and responsibilities.

PAY DURING FMLA
FMLA does not provide pay but there may be paid time off options that can run concurrently with FMLA. Eligibility for paid time off will vary depending on your employee classification and years of benefits eligible service. Below you will find an outline of benefits that may apply to your family leave.

ANNUAL AND SICK TIME
You can elect to use available annual or sick time to remain in a paid status while you are on FMLA leave. Employees can also elect to take FMLA unpaid.

- ACTION NEEDED:
  - If you wish to use annual, sick or unpaid time during your FMLA leave, please submit those requests to your manager as normal for payroll processing. You, with the help of your manager, are responsible for managing your paid and unpaid time off requests.
  - Notify Benefits if you will be going into an unpaid status and the first unpaid date.

STATE AND LOCAL PAID BENEFITS
You may be eligible for paid family leave benefits under state or local programs (i.e., DC Paid Family Leave). For more information on state and local programs, please review the Benefits website.

BENEFITS CONTINUATION
Carefully review important benefits continuation information on the Benefits website. Failure to review this information may have negative impact on benefits coverage.

COMMUNICATE
- Provide Benefits with your preferred email address and phone number. Otherwise, all benefits communications will be sent to your GW email address.
- Notify your manager of your leave and your expected return to work date, if known.

RETURNING TO WORK
- Review the Benefits website for more information about returning to work including benefits re-enrollment guidelines.
• Confirm your return to work date with your manager and Benefits. Failure to notify Benefits of your impending return to work may negatively affect payroll and benefits processing.

HOW TO APPLY FOR YOUR FAMILY LEAVE

• Review the application instructions on Reporting Your Claim and Leave and contact Lincoln Financial to apply:
  - At least 30 days prior to your expected leave begin date, if your leave was foreseeable, or
  - If your leave begin date was not foreseeable, please contact Lincoln Financial within 2 days of learning that you need to take family leave.

Once you apply, Lincoln Financial will assign you a leave specialist and send you a leave packet including a required medical certification form due back to Lincoln within 15 days. (If not received, check your spam email folder.)

CHECKLIST OF IMPORTANT ACTION ITEMS

BEFORE YOUR LEAVE BEGINS

➢ Review Policy, Understand Your Benefits and Apply

☐ Review the FMLA leave policy.
☐ Apply for FMLA through Lincoln Financial.
☐ Review eligibility for any state or local paid leave benefits to understand application requirements and important deadlines.
☐ Return a completed medical certification to Lincoln Financial within 15 days.
☐ Review important benefits continuation information on the Benefits website.

➢ Communicate with Benefits and Your Manager

☐ Contact Benefits if you have questions about paid time off or leave.
☐ Submit your paid and unpaid time off requests to your manager.
☐ Provide Benefits with your first unpaid date, if applicable.
☐ Provide Benefits with your preferred email address and phone number.
☐ Notify your manager of your upcoming leave.

DURING YOUR LEAVE

☐ Apply for any state or local paid leave benefits you are eligible for.
☐ If taking unpaid leave and cancelling benefits, submit your cancellation in Easy Enroll.
☐ If taking unpaid leave and continuing benefits, remit payment for your premiums.

RETURNING TO WORK

☐ Confirm your return to work date with your manager and Benefits.
☐ Review the Benefits website on returning to work, including benefits re-enrollment.

NEED ADDITIONAL ASSISTANCE?
For questions regarding paid time off and leave programs, please contact Benefits at:
Email: timeoff@gwu.edu | Phone: (571) 553-8382 | Online: hr.gwu.edu/time-and-leave

ADDITIONAL BENEFIT RESOURCES
• GW’s Well-Being Hotline can help support a wide range of life events, including work-life solutions and confidential counseling.
• Employees enrolled in GW's group life insurance are eligible for the LifeKeys® program which provides access to a wide array of services including estate planning, identity theft resources and beneficiary support.
• GW's Health Advocate program is an independent healthcare advocacy company that offers personalized, expert help to navigate healthcare systems to save time and money.
• Additional well-being programs can be found on the Benefits website.