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 or telecommuting for a covered employer. You must have completed that work during the year prior to applying for your leave. **Special note:** Eligibility is based upon where you normally work more than 50% of the time, notwithstanding current stay at home orders due to COVID-19.

How much leave does DC Paid Family Leave provide?
- 8 weeks to bond with a new child
- 6 weeks to care for a family member with a serious health condition
- 2 weeks to care for your own serious health condition
Note: A maximum of 8 weeks per year can be paid, with a 1 week waiting period, regardless of the number of events an employee experiences.

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?
First, follow the instructions for Reporting Your Claim or Leave (PDF) to apply for your GW provided job protected leave and paid benefits through Lincoln Financial. After Lincoln Financial confirms your eligibility and your estimated DC Paid Family Leave benefit amount, employees will need to submit an application through the Office of DC Paid Family Leave website to apply for the DC Paid Family Leave benefit.

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.

**IMPORTANT**
If you are approved for DC Paid Family Leave benefits, please provide Lincoln Financial with a copy of the DC Paid Family Leave determination notice to ensure your GW pay is accurately processed. In addition, if you apply for benefits and are deemed ineligible or the estimate is incorrect, please inform Lincoln Financial so your GW-paid benefits are adjusted.
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 $1,000. 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 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 4 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 the 2 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 4 weeks.

**Week one:** During the benefit elimination period, the employee can use annual or sick time or take this time unpaid.

**Week two:** The employee receives $860 from DC. The employee can also elect to use annual and sick time to supplement GW pay during GW paid STD benefit elimination period.

**Week three:** The employee receives $860 from DC and $140 from GW.

**Week four:** The employee receives $1000 from GW.

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, worker FAQs 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.