The Family and Medical Leave Act (FMLA) and Coordination with Timekeeping
FMLA, staff paid parental leave as well as short-term/long-term disability claims for the university are administered by Lincoln Financial. Employees are still responsible to follow departmental call in policies for all absences including FMLA absences.

FMLA, paid parental leave and disability claims can be reported:
- By telephone at 1-800-213-5609 (Monday through Friday 8:00 am – 8:00 pm EST)
- Or online at mylincolnportal.com

Employees are required to report all FMLA absences to Lincoln Financial within 7 calendar days of the absence. If FMLA absences are not submitted to Lincoln Financial by the reporting deadline, absent unusual circumstances, the leave will not be FMLA job-protected and may be subject to GW absence without approved leave attendance policy.

***It is important to note that submitting FMLA absences to Lincoln Financial is a separate action from the normal payroll process. Submitting FMLA absences to Lincoln Financial is for recordkeeping purposes and will NOT result in any annual or sick pay.

*** It is also important to note that if an employee goes into an unpaid status during any type of leave, it is imperative that the department notify GW Benefits. Failure to provide GW Benefits with the date the employee moves into an unpaid status or a delay in providing this date may negatively affect the employee’s benefits and may result in cancelation.

Paid Parental Leave (PPL) and Coordination with Timekeeping
Regular full-time staff with two or more years of continuous full-time benefits eligible service can take up to 6 weeks of paid parental leave for the birth of a newborn, adoption of a child, or (in certain circumstances) the assumption of other parenting responsibilities, such as foster-parenting or legal guardianship of a child.

GW Benefits and Payroll Services are solely authorized to enter Paid Parental Leave (PPL) into Kronos. Timekeepers should never use the PPL code in Kronos. GW Benefits will notify HR of any employees on paid parental leave so the timekeeper can refrain from entering or approving time in Kronos during paid parental leave. Timekeepers should continue to process the employee’s payroll until Paid Parental Leave has been approved and HR has been notified by GW Benefits.

If the employee elects to use accrued paid time off but will go into an unpaid status at some point during their leave, GW Benefits will continue to enter the paid time off the employee elected to use for the duration of their leave. If the employee will remain in paid status for the duration of their leave following their Paid Parental Leave, the department should resume timekeeping responsibilities for the employee once Paid Parental Leave ends.

At the conclusion of the employee’s leave, GW Benefits will send a summary of all paid time off used during the leave to the employee’s HR representative so that the employee’s annual and sick time balances can be amended if necessary. Please note, if an employee is approved for Paid Parental Leave, he/she will continue to accrue annual and sick time as normal per current HR policy.
**GW Paid Short Term Disability (SD2) and Coordination with Timekeeping**

If an employee is unable to work due to a disability and is eligible for the GW paid STD benefit, the employee will receive 50% or 100% of his/her benefits eligible salary (minus appropriate deductions) for the approved duration of the disability, after the 14 calendar day benefit waiting period. During the 14 calendar day benefit waiting period, the employee will not receive short-term disability pay however the employee can elect to use accrued sick, annual, or other available paid time off to remain in paid status.

GW Benefits and Payroll Services are solely authorized to enter GW Paid STD (SD2) into Kronos. Timekeepers should never use the SD2 code in Kronos. GW Benefits will notify HR of any employees on disability so the timekeeper can refrain from entering or approving time in Kronos during disability leave. **Timekeepers should continue to process the employee’s payroll until GW Paid STD has been approved and HR has been notified by GW Benefits.**

If the employee elects to use accrued paid time off but will go into an unpaid status at some point during their leave, GW Benefits will continue to enter the paid time off the employee is electing to use for the duration of their leave. If the employee will remain in paid status for the duration of their leave following their GW Paid STD, the department should resume timekeeping responsibilities for the employee once GW paid STD pay ends.

At the conclusion of the employee’s leave, GW Benefits will send a summary of all paid time off used during the leave to the employee’s HR representative so that the employee’s annual and sick time balances can be amended if necessary. Please note, if an employee is approved for 100% GW Paid STD, he/she will continue to accrue annual and sick time as normal per current university policy. If an employee is approved for 50% GW Paid STD, he/she will accrue annual and sick time at a prorated rate for the time period in which the employee was paid the STD benefit (unless supplementing with paid time off to retain fully paid status).

**Voluntary Short Term Disability (VSTD) and Coordination with Timekeeping**

If an employee is unable to work due to a disability, is not eligible for the GW paid STD benefit but the employee elected the Voluntary Short Term Disability (VSTD) benefit, the employee will receive 60% of his/her benefits eligible salary for the approved duration of disability, after the 30 calendar day benefit waiting period. During the 30 calendar day benefit waiting period, the employee will not receive short-term disability pay however the employee can elect to use their accrued sick, annual, or other available paid time off to retain 100% of their salary. Similarly, during the period when VSTD is received, the employee can elect to use available paid time off to retain 100% of their salary. (Please note that sick time is considered deductible income under our STD policy and will reduce the STD benefit.) **The employee’s timekeeper should continue to process the employee’s payroll while the employee is approved for VSTD.**

Please note that the VSTD benefit is paid by Lincoln Financial, not Payroll Services therefore upon the employee’s return, his/her accrual rate may need to be prorated per university policy.

Questions about staff paid parental leave, disability or FMLA can be directed to GW Benefits at benefits@gwu.edu or 571-553-8382.