Reporting Your Leave

The George Washington University Disability and Family & Medical Leave, Military Duty, Staff Paid Parental and DC Parental (school events) leave policies are administered by Liberty Life Assurance Company of Boston, a Lincoln Financial Group company. Lincoln is available 24 hours a day, seven days a week, and offers employees direct access to leave resources and information. You can easily report a leave and check its status through Lincoln’s secure website or by phone. Please visit www.mylincolnportal.com to access employee resources and online tools.

When Do I Report a Leave?

You may report a leave 30 to 45 days in advance of a planned absence, or as soon as you are aware that you will require leave (1) for more than three consecutive days or intermittently to care for a family member with a serious illness; (2) to care for a newborn, foster or adopted child; (3) if you or your family member are called to military service; or (4) if you are requesting DC Parental (school events) leave.

How Do I Report a Leave?

1. Contact your supervisor to report your absence.
2. Report your leave via www.mylincolnportal.com. First-time users: register using company code GWUEE. Please have the following information available when you report your claim/leave:
   - Your family member’s physician or medical care provider’s name, address, fax and telephone numbers, if applicable.
   - Your manager’s name, telephone number and email address.
   - The reason you are out of work.
   - Your last day worked, first day absent from work and anticipated return to work date.

   Or, you can call 1 (800) 213-5609 to speak with an Intake Care Specialist to report your leave.

3. Keep a record of your leave number.

   You may securely check the status of your leave online at www.mylincolnportal.com or by calling your Leave Specialist at 1 (888) 787-1751.

For more information, visit the GW Benefits website at benefits.gwu.edu. Here, you will find important information on benefits continuation and requirements for returning to work, as well as links to resources available to employees expecting the birth of their child.

Please contact GW Benefits at (571) 553-8382 or benefits@gwu.edu with any benefits questions.