



AU FAMILY LEAVE CHECKLIST

1. INFORM YOUR DEPARTMENT & SUBMIT AU MEDICAL LEAVE REQUEST FORM. WHEN POSSIBLE, PLEASE SUBMIT AT LEAST 30 DAYS PRIOR TO LEAVE START DATE.

- Inform your supervisor of your need for leave and an estimate of how long you will be out. Please note that you do not have to provide your supervisor with personal information or the nature of your leave.
- Go to the AU Request form page- https://help.american.edu/help?id=sc_cat_item&sys_id=aa4c70681b65d0109fa73224cc4bcb9b
- Submit one form for AU Family and Medical Leave. Please note that the form submission will be sent to your department and to HR.

2. CONTACT PRUDENTIAL TO OPEN A FAMILY AND MEDICAL LEAVE (FMLA) FOR YOUR FAMILY MEMBER'S SERIOUS HEALTH CONDITION CLAIM. RECOMMENDED 30 DAYS PRIOR WEEKS PRIOR TO START DATE OF LEAVE WHEN POSSIBLE.

- Review the Prudential brochure sent in email from HR.
- Contact Prudential via their website or by calling (recommended): 877-FOR-PRU1 (877-367-7781) to open a claim.
- Website Information: www.prudential.com/mybenefits.
- Have the following information Ready:
 - Employer name: American University
 - Employer control number: #52144
 - Employee ID or Social Security Number
 - Reason for your absence
 - First date absent

3. DC PAID FAMILY LEAVE – MUST BE DONE WITHIN 30 DAYS OF START OF LEAVE.

- Please visit <https://dcpaidfamilyleave.dc.gov/how-to-apply-for-benefits/> to get started with the paperwork and apply. Note: Cannot submit official application until the start of leave.
- During application process, please authorize DC to disclose your benefit amount to American University (Required per AU policy).
- (Optional) – Fill out form to allow an authorized user (Partner, Family Member, Friend) to complete the claim for you since this cannot officially be submitted until after the start of leave.
- When approved for DC Paid Family Leave benefits, please forward the written approval notice to your HR contact (Grace McKinnon or Bryan Brougham).
- Upon receipt of first payment, please inform your HR Leave contact (Grace McKinnon or Bryan Brougham) of the first date funds were received and amount received.
- Important: Please note that during the application process, DC will give you an option to elect for having Federal and DC taxes deducted from your DC Paid Family Leave payments. **American University will not deduct taxes for any funds an employee receives from DC Paid Family Leave. Please consult with your tax advisor for guidance or if you have any questions about this.**
- Payment Method: During the account setup, you will be asked to enter a form of payment for the DC benefits. This is because DC will pay the leave benefit directly to you. The fastest way to receive payment from DC is setting up direct deposit to your account, otherwise if the payment method is not setup, DC will pay you using a debit card which is mailed to you. Please contact DC Office of Paid Family Leave at 202-899-3700 for assistance with navigating the site.

4. DETERMINE PAYMENT OPTIONS.

- Option 1: Receive 12 weeks of pay from DC Paid Family Leave ONLY. With this option, the FMLA absence will be unpaid on the AU side. American University will have to bill you directly for benefits such as health insurance. You would have the option to continue benefits coverage or stop coverage while not receiving pay from AU.
- Option 2: Receive full pay by requesting that AU pay your FMLA absence using your accrued sick and vacation leave. When this option is chosen, AU will offset your AU pay by the DC Paid Family Benefit amount. The total between the two sources will equal what you normally receive on your paycheck.
- Option 3: You may request to have your accrued sick and vacation to cover the cost of your AU benefits such as health insurance. With this option, AU will continue to pay the employer portion of your benefits, and no offset will be made for funds received by DC Paid Family Leave.

5. IMPORTANT REMINDERS/INFORMATION

- The DC Paid Family Leave Benefit is paid for 12 weeks, the maximum timeframe for their benefit in a 52-week period.
- American University will offset your pay by the amount of the DC benefit for 12 weeks of Parental Leave. The total of the two sources between your AU pay and what the amount received from DC Paid Family Leave will total what you would normally receive on your pay.
- If you have parking/commuter benefits through AU and wish to cancel them during your leave, please login to your Optum Financial account to cancel your Commuter Benefits, and for parking benefits, please visit <https://www.american.edu/finance/transportation/parking.cfm> - **Please note that any applicable transit subsidies will not continue while you are on leave.**
- Employees do not receive holiday pay while on unpaid FMLA. You will receive holiday pay if you work or use your sick or vacation leave the day before and the day after the holiday.
- Please use "Family Medical Leave" to report your absences on your Leave Report (monthly employees) or Timesheet (biweekly employees).