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# AU PARENTAL LEAVE CHECKLIST

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## 1. INFORM YOUR DEPARTMENT & SUBMIT AU PARENTAL LEAVE REQUEST FORM. RECOMMENDED 30 DAYS PRIOR TO START DATE.

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- 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](https://help.american.edu/help?id=sc_cat_item&sys_id=aa4c70681b65d0109fa73224cc4bcb9b)
- Submit one form for AU Parental Leave at least 30 days in advance. Please use your best estimate for a start date. Please note that the form submission will be sent to your department and to HR.

## 2. CONTACT PRUDENTIAL TO OPEN A PARENTAL LEAVE/FAMILY AND MEDICAL LEAVE (FMLA) CLAIM. RECOMMENDED 30 DAYS PRIOR WEEKS PRIOR TO START DATE.

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- 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](http://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 1<sup>ST</sup> MONTH OF BABY'S BIRTH

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- Please visit <https://dcpaidfamilyleave.dc.gov/how-to-apply-for-benefits/> to get started with the paperwork and apply.
- 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 submitted until after the baby's birth.
- 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. IMPORTANT REMINDERS/INFORMATION

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- 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.**
- While offsets of your AU pay are being made to account for amounts received by DC Paid Family Leave, your benefits such as health insurance will remain intact. However, because retirement accounts are often set to a percentage of one's pay, this will alter the amount that is put into your retirement account. Please consult with your tax advisor or accountant if this is of concern to you -
- Please use "DC PFL Parental" to report your first 8 weeks of AU Paid Parental Leave.
- Please use "Family Medical Leave" to report the unpaid FMLA portion of your leave (second 8 weeks).
- Please visit FAQ page located here to answer many questions that you may have!