



AU MEDICAL LEAVE CHECKLIST

1. INFORM YOUR DEPARTMENT & SUBMIT AU MEDICAL LEAVE REQUEST FORM.

- 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 Leave Request form page- https://help.american.edu/help?id=sc_cat_item&sys_id=aa4c70681b65d0109fa73224cc4bcb9b
- Submit one AU Leave Request form for AU Medical Leave. Please note that the form submission will be sent to your department and to HR.

2. CONTACT PRUDENTIAL TO OPEN A SHORT TERM MEDICAL LEAVE (STML) FOR YOUR OWN 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).
- Indicate Bryan Brougham as the name of your supervisor on the application. This ensures that HR receives all requests related to your DC PFL leave from DC.
- (Optional) – Fill out form to allow an authorized user (Partner, Family Member, Friend) to complete the claim for you if applicable.
- 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. RETURNING TO WORK – MUST BE SENT TO & REVIEWED BY HR PRIOR TO EMPLOYEE'S RETURN.

- Have your physician complete the AU Staff Release to Return to Work Form.

- Please note that this process can take a week, or sometimes longer for complex restrictions.**

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 Medical Leave. The total of the two gross 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 "Short Term Medical Leave" to report your absences on the AU Leave Report/Timesheet.