



The Washington University Caregiver and Parental leaves are administered by WashU Leave Team for Postdoctoral Scholars

HOW DO I REQUEST A LEAVE/CLAIM?

You can file a request for Caregiver/Parental Leave by:

- Sending an email to the mytimeoff mailbox at mytimeoff@wustl.edu

WHEN DO I CONTACT WashU Mytimeoff?

Always follow WUSTL's normal call in policy and notify your manager or supervisor of your absence from work.

You must report a new leave within 14 calendar days of your first absence. Otherwise, your leave under the policy may be denied.

You may report a leave up to 30 days in advance of a planned absence OR as soon as you are aware that you will be absent for any of these reasons:

- To care for a family member who has a serious health condition.
- To care for a child due to birth, adoption or foster care placement.
- To care for family member who has incurred a serious illness or injury incurred in the line of duty on active duty in the Armed Forces (includes the National Guard or Reserves).

WHAT INFORMATION WILL I NEED TO PROVIDE to Mytimeoff?

1. Your full legal name, social security number or employee ID number, home address, phone number, date of birth and marital status
2. Occupation (or job title) and Supervisor's name
3. Your last day worked and your first day absent from work due to your claim and/or leave request and the day you plan to return to work

WHAT OTHER INFORMATION MAY BE REQUESTED?

A brief description of your medical condition including cause of condition (illness or injury), date of injury or beginning of illness.

Prompt and complete information from you and your healthcare provider which will help assure a timely decision and payment if you are eligible.

WHAT HAPPENS NEXT?

Once all the required information is received and reviewed by the WashU leave team, a decision will be made on your claim within 5 business days of receipt of complete claim information.

If approved, Caregiver/Parental benefit payments are paid by WUSTL.

WHAT DO I NEED TO DO IN ORDER TO RETURN TO WORK?

Be sure to notify your manager and mytimeoff@wustl.edu of the date you plan to return to work.

Email WUSTL's Leave Team at mytimeoff@wustl.edu to confirm that you have returned to campus.

WHAT IF I HAVE QUESTIONS?

Contact your WashU leave team for any questions or concerns about your leave by sending an email to mytimeoff@wustl.edu.