

Employee Leave of Absence Checklist

- Contact Lincoln Financial to open a claim via phone or online ([888-339-6830](tel:888-339-6830) or www.MyLincolnPortal.com). NYU's company code is: newyorkuniv.
- Sign the Authorization Form and leave with your physician or medical care provider or bring medical forms to your doctor and fax back to Lincoln Financial as soon as possible.
- First Day of Leave
 - Contact Lincoln Financial to confirm last day worked.
 - Contact Jackie Sweeney (jks6@nyu.edu; 212-998-3604) to confirm your last day worked.

PARENTAL LEAVES

- Benefits Enrollment** - If desired, enroll your child on your benefits through NYU Home, Work Tab, Benefits Resource Center, "Declare Life Event." **You must enroll your child within 31 days of birth.**
 - A copy of the birth certificate will be required (it can be sent after 31 days) and can be sent to the NYU Benefits Office in one of the following ways:
 - Email: askpeoplelink@nyu.edu
 - Mail: PeopleLink, 105 East 17th Street, 1st FL, New York, NY 10003
 - Phone number for PeopleLink: 212-992-5465
- NYU Parental Bonding Leave**
 - Submit Parental Bonding Leave Application to FAS HR at least 30 days in advance.
 - Proof of birth is required but it does not have to be the birth certificate. Any proof of birth is acceptable for the bonding leave application.
- Extension of Leave** (if applicable) - If an extension of leave is required, additional paperwork may be needed by Lincoln Financial for certification. Notify Lincoln Financial and FAS HR of updated return date.
- Return To Work** – A Fitness for Duty Certification from your doctor is required to clear you to return to work. You may email this documentation to FAS HR in ADVANCE of your return date or bring the documentation in person BEFORE returning to work on your return date. **You will not be cleared to return to work until this paperwork is received by FAS HR.**