

Faculty Guide to Filing a Parental Leave of Absence with MetLife

Northwestern's Faculty Family Leave policy:

Contact MetLife at 1-800-396-8876

_____ or online at [metlife.com/mybenefits](https://www.metlife.com/mybenefits). You should do this as soon as the schedule for your planned leave becomes clear to you. For child births, MetLife will need to contact your physician as part of this process, so please be sure to have the physician's name, phone number, and fax number handy before contacting MetLife.

You will also need to contact your designated administrator within the faculty member's school Dean's or Faculty Affairs Office—at least 60 days prior to a planned leave whenever possible to arrange academic responsibilities. Faculty in the Feinberg School of Medicine may follow a different process and should contact their department administrator or the Feinberg Faculty Affairs Office for information at faa@northwestern.edu. Your school dean's office will not ask for details about your leave, but they will need to know approximate dates of the request.

Speaking with MetLife:

Some questions MetLife may ask you, and what they mean:

Question:

What it means:

Guidance on your response:

What to expect after

For further questions:

If you have any questions regarding the amount of leave you are eligible for under Northwestern's policy, you can contact your dean's office or faculty affairs office, or the Office of the Provost (Alex Rot, Assistant Provost Faculty Operations, 847-67-4127, alex.rot@northwestern.edu)