

Faculty Guide to Filing a Parental Leave of Absence with MetLife

[Northwestern's Faculty Family Leave policy:](#)

Speaking with MetLife:

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

Question:	What it means:	Guidance on your response:
"What is the first day of work you missed?"	"What is your first day of leave?"	It is understood that faculty schedules vary, and you may be in your office, lab, or classroom every day. For the purposes of this question, provide the first day that you will formally be on leave, even if you were not scheduled to be on campus that day.
"What was your last day worked?"	"What was the last day before your leave began/will begin?"	It is understood that faculty schedules vary, and you may be in your office, lab, or classroom every day. It is recommended that you tell MetLife the last day before your leave of absence is to begin, regardless of whether you were scheduled to be on campus that day.

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)