



Department of Employee Relations

Issued April 4, 2022; Revised March 9, 2023

Paid Parental Leave Request Form

This form is to be submitted to your departmental FMLA leave administrator least thirty (30) calendar days prior to the qualifying event. For an unforeseeable qualifying event, an employee must request usage of parental leave within seven (7) business days of the qualifying event. Once your request is received, you will receive further information regarding the amount of leave available to you and documentation that you will need to provide.

Name:

PeopleSoft ID #:

Department:

Phone:

1. Reason for Leave

I am requesting paid parental leave for birth of a child with an anticipated due date of _____ and I am the birthing parent I am not the birthing parent I am an intended parent having a child through surrogacy.

I am requesting paid parental leave for the legal placement of a child under the age of five with an anticipated date of placement of _____,

I am requesting paid parental leave for the non-legal placement of a child under the age of five with an anticipated date of placement of _____,

I am requesting leave related to stillbirth after 20 weeks of pregnancy, which occurred on _____ and I am the birthing parent.

I am requesting leave related to miscarriage prior to 20 weeks of pregnancy, which occurred on _____ and I am the birthing parent.

I am requesting leave because I am a birthing parent who experienced incapacity related to pregnancy or serious health conditions following the birth of a child.

2. Anticipated dates of leave

I expect to take the leave continuously or intermittently.

I expect to take the leave on the following dates: _____

Initial Here: ____ I agree that by requesting Paid Parental Leave, I will fulfill the work obligation according to the policy. I understand violations or misuse of the paid parental leave policy may result in disciplinary action, up to and including discharge from employment.

I certify that the foregoing is true.

Employee Signature

Date