City of Milwaukee Paid Parental Leave Eligibility Form

Dept. of Employee Relations
02.14.22 rev. 10.22.26

TO: *(Employee Name)*	
FROM: *(Employer Representative)*	
DATE:	

On _____, you informed us that you needed leave beginning on _____for:

- ☐ Birth of a child as the birthing parent
- ☐ Birth of a child as the non-birthing child
- ☐ Miscarriage after 20 weeks of pregnancy
- ☐ Miscarriage prior to 20 weeks of pregnancy (for birthing parent only)
- ☐ Legal placement of a child under the age of five years for adoption or foster care
- ☐ Non-legal placement of a child under the age of five years

Eligibility Status

This Notice is to inform you that you:

☐ You have met the eligibility requirements to apply for Paid Parental Leave.

☐ You have not met the eligibility requirement to apply for Paid Parental Leave as you have worked less than 1,000 hours in the preceding 12 months.

Documentation Requirements

As explained above, you meet the eligibility requirements for Paid Parental Leave. **In order to have you leave approved, please provide the following documentation by _____** *(date). (If documentation is requested, employers must allow at least 15 calendar days from receipt of this notice; additional time may be required in some circumstances.)* Please return this documentation to the Department of Employee Relations Leave Administration Coordinator by fax at **(833) 816-1918**, or hand deliver to DER in a sealed envelope, marked confidential. If sufficient information is not provided in a timely manner, your leave may be denied.

- ☐ Sufficient certification to support your request for leave due incapacity for your serious health conditoin. A certification form that sets forth the information necessary to support your request ☐ ***is*** ☐ ***is not*** enclosed.

  For stillbirth or miscarriage: medical certification of serious health condition or death certificate
- ☐ Birth certificate or equivalent documentation of birth.
- ☐ A certified copy of a court order granting legal custody.
- ☐ For non-legal placement of a child: two (2) official records establishing employee as the named caregiver and documentation establishing the date of placement.

If your leave does qualify as Paid Parental Leave, your leave may be taken as follows:

1. Employees are entitled to six weeks of paid parental leave for the birth of a child or placement of a child under five years of age for adoption, foster care, legal guardianship or non-legal placement in an in loco parentis situation.

2. Employees are entitled to six weeks of paid parental leave for stillbirth after 20 weeks of pregnancy.
3. Birthing parents are entitled to up to four additional weeks of paid parental leave for their own serious health condition or incapacity due to childbirth.
4. Birthing parents who experience stillbirth or miscarriage before 20 weeks are entitled to up two weeks of paid parental leave.
5. If also entitled to FMLA leave, paid parental leave will run concurrently with FMLA.
6. Paid parental leave must begin within 16 weeks of the qualifying event and must be used in a continuous block. If both parents are City employees, leave may be taken concurrently or separately so long as it commences within 16 weeks of the qualifying event. Additional parental leave is not available if an employee has more than one qualifying event in a single calendar year.

Once we obtain the information from you as specified above, we will inform you, within 5 business days, whether your leave will be designated as paid parental leave. If you have questions please do not hesitate to contact your leave Administrator, _____ at (414)_____.