

REQUEST FOR PAID PARENTAL LEAVE FORM

SECTION A—EMPLOYEE REQUEST

This is a formal request for Paid Parental Leave. **Public School Facilities Authority** offers up to twelve (12) workweeks of Paid Parental Leave following the birth or adoption of a child who has recently joined the household. This Paid Parental Leave is available to full-time classified employees who have completed the one (1) year probationary period as defined by the State Personnel Board rules prior to the start of Paid Parental Leave.

Employee Name: _____ SHARE # _____

Employee Title : _____ Employee Supervisor: _____

First Date of Requested Leave: _____ Last Date of Requested Leave: _____

Intermittent Leave:

Dates of Intermittent Leave Requested: _____

Expected Date of Birth or Placement: _____

- | | |
|--------------------------|---|
| <input type="checkbox"/> | I understand that I must obtain supervisory approval for Paid Parental Leave. |
| <input type="checkbox"/> | I certify that I am or will be the parent or adoptive parent of a newborn or adopted child, or a Domestic Partner of a parent or adoptive parent of a newborn or adopted child. |
| <input type="checkbox"/> | I have read the Paid Parental Leave policy and agree to comply with all of its requirements. |
| <input type="checkbox"/> | I understand that I am required to use Paid Parental Leave for the purpose of caring for and/or bonding with a newborn or newly adopted child who has joined my household. |
| <input type="checkbox"/> | I affirm that the information I have provided on this form is accurate and complete. |

Employee Signature: _____ Date: _____

SECTION B—APPROVAL

Employee's request for Paid Parental Leave is: Approved Denied

Supervisor Name: _____ Supervisor E-Mail: _____

Supervisor Signature: _____ Date: _____

<p>For Human Resources Only :</p> <p>The employee <input type="checkbox"/>meets <input type="checkbox"/>does not meet the eligibility criteria set forth in the Paid Parental Leave Policy.</p> <p>HR Reviewer Printed Name: _____ HR Reviewer Signature: _____</p> <p>Date: _____</p>
