



Parental Leave Form

Effective July 1, 2015

A Parental Leave form should be completed when an employee is planning a leave of up to 10 consecutive working days following the birth of their child, or upon either the initial placement for adoption or the legal adoption of a child under the age of 18. Review the Parental Leave Policy at <http://www.usi.edu/policies/handbook>. Forward completed form to a benefit representative in the Human Resources Department.

<p><u>To be completed by the Employee:</u></p> <p>ID # _____ Department _____</p> <p>Printed Name _____</p> <p>EVENT DATE _____ <input type="checkbox"/> Actual <input type="checkbox"/> Estimated</p> <p>I am requesting Parental Leave for:</p> <p><input type="checkbox"/> Birth of my child</p> <p><input type="checkbox"/> Initial placement of child to be adopted under the age of 18</p> <p><input type="checkbox"/> Legal adoption of a child under the age of 18</p> <p>Beginning of Leave Date _____ End of Leave Date _____</p>

<p>Employee Signature _____ Date _____</p>
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<p>For Faculty Members: I acknowledge that I have reviewed plans for coverage of responsibilities and received approval from my Dean and Chair.</p> <p>Faculty Signature _____ Date _____</p>

For Human Resources Department Use:

Actual Event Date (if different from above) _____

Dates Taken: Begin Date _____ End Date _____

Benefit Rep: _____ Date _____ Payroll Rep _____ Date _____