REQUEST FOR PAID PARENTAL LEAVE

This request should be made at least 30 days in advance of the date on which you wish to start parental leave, when practical. If both parents are eligible for parental leave, they will need to complete a separate Paid Parental Leave Request Form. Paid Parental Leave will run concurrent with the Univeristy's Family and Medical Leave (FML) Policy. Further information on Paid Parental Leave, including the terms and conditions, can be found at www.hr.upenn.edu/policies-and-procedures/policy-manual/time-off/paid-parental-leave-policy.

Complete and sign this form, attach all required documentation, and **Mail to**: FMLA Administrator, 3451 Walnut Street, 600 Franklin Bldg., Philadelphia, PA 19104-6205; **Fax to**: 215-405-2929; or **Email to**: HRFMLA@hr.upenn.edu

A. Employee Information

Employee Name: _____ **Penn ID:** _____

Home Address: _____

City, State and Zip: _____

Home Phone: _____ **Cell Phone:** _____

Department Name: _____ **Business Administrator:** _____

BA Location _____ **BA Phone:** _____

B. **Leave Information**

I hereby give notice of my intent to take paid parental leave. I certify that I meet the eligibility requirements on the back of this form.

I plan to take _____ weeks (up to a maximum of four continuous weeks) of leave from _____(first day of leave) to _____ (last day of leave).

Reason for Requesting Leave:

☐ Birth of a child – Expected Date of Birth: _____

☐ Adoption of a child – Expected Date of Placement: _____

I understand that I am required to use parental leave for the purpose of caring for or bonding with the newborn or newly adopted child.

Employee Signature: _____ **Date:** _____

Supervisor Approval: _____ **Date:** _____

Supervisor Name (please print): _____

C. **Submission:** Submit this form directly to the FMLA Administrator along with:

For Birth: A copy of your child's birth certificate or hospital birth confirmation is required.

For Adoption: Official documentation from a Court, Agency, and/or Attorney is required.

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ELIGIBILITY REQUIREMENTS:

Eligible employees must meet the following criteria:

- Have been employed with the University for at least 12 months (the 12 months do not need to be consecutive) and have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would be begin.
- Be a full-time, regular employee (post-docs, part-time and temporary employees are not eligible for this benefit).
- If both parents are employees of the University at the time of the birth or adoption of the child, both parents are eligible for the leave.

In addition, employees must meet one of the following criteria within the last 12 months:

- Have given birth to a child;
- Be a spouse of a woman who has given birth to a child;
- Be the biological parent, or spouse of biological parent, of the child; or
- Have adopted a child who is 17 years old or younger. This provision does not apply to the adoption of a stepchild by a stepparent or the placement of a foster child.

Finally, eligible employees must use the paid parental leave for the purpose of caring for or bonding with the newborn or newly adopted child.

AMOUNT, TIMEFRAME AND DURATION OF PAID PARENTAL LEAVE

- Eligible employees will receive up to a maximum of four weeks (20 work days) of paid parental leave per birth or adoption of a child. In addition, in no case will an employee receive more than four weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth or adoption event occurs within that 12-month time frame.

- The occurrence of a multiple birth or adoption (e.g., the birth of twins or adoption of siblings) does not increase the four-week total amount of paid parental leave granted for that event.

- Each week of paid parental leave is compensated at 100% of the employee's regular, straight-time pay. Paid parental leave will be paid on regularly scheduled pay dates (e.g., weekly or monthly).

- Approved paid parental leave may be taken at any time during the 12-month period immediately following the birth or adoption of a child. Paid parental leave may not be used or extended beyond this 12-month time frame and must be completed by the child's first birthday or the first anniversary of the finalization of the child's adoption.

- Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the 12-month time frame indicated above. Paid parental leave cannot be used on an intermittent basis.

- Upon termination of the individual's employment at the University, he or she will not be paid for any unused paid parental leave for which he or she was eligible.