



Request for Paid Parental Leave

If you do not yet qualify for family medical leave, please complete this form to request paid parental leave. If you qualify for family medical leave, please complete the family medical leave form available here.

You may qualify for paid parental leave if you are a regular staff employee with a full-time equivalent (FTE) of 0.5 or greater and you experience the birth or adoption of a child.

There is no length of service requirement for this leave. Eligible staff employees may qualify for this leave upon their date of employment.

Note: Paid parental leave is not applicable to faculty, weekend evening premium pay (WEPP) positions or post-doctoral scholars.

How to request paid parental leave:

1. An employee who qualifies for Family Medical Leave shall submit a completed FML application to the Human Resources Office of Leave Administration.
2. An employee who does not qualify for Family Medical Leave shall submit this completed paid parental leave application to the Human Resources Office of Leave Administration.
3. Employees requesting paid parental leave must complete and submit the application to Leave Administration. Please contact Leave Administration at (859) 257-8804 or fax this form to (859) 257-1679.
4. The employee must provide at least 30 calendar days of advance notice if practical.

Employee Name: _____ Department _____

Employee Person ID _____ Supervisor _____

Employee home or primary phone: _____

Reason for paid parental leave:

- Birth of a child. Date of birth or estimated date of delivery _____
- Adoption of child. Official date of adoption _____, age of child _____
Note: Adoption applies to children under the age of 18.

Have you applied for FML in addition to requesting paid parental leave?

- Yes
- No

Paid Parental Leave Policy

1. Paid parental leave and Family Medical Leave run currently if applicable.
2. Paid parental leave does not extend the amount of time an employee may qualify to be away from work.
3. Paid parental leave may only be used between the date of the child’s arrival and six months following birth or adoption.
4. Paid parental leave may be taken continuously or intermittently; however, leave may be taken in no less than 15-minute increments.
5. If a holiday occurs during the eligible employee’s paid parental leave, the employee will receive holiday pay in lieu of paid parental leave, provided the eligible employee is in a paid status the day before and the day after the official designated holiday. This will not extend the leave availability timeframe.
6. Each eligible employee may receive up to two work weeks of paid parental leave a 12-month period.
7. An employee who adopts a spouse’s or sponsored dependent’s child is not eligible for paid parental leave.
8. If an employee takes time off prior to the birth or adoption or beyond the two weeks of paid parental leave, that leave must be requested separately, either:
 - a. By completing the appropriate Family Medical Leave request form, if the employee is eligible for Family Medical Leave and has Family Medical Leave available,
 - b. By requesting the use of accrued leaves, or
 - c. By requesting the use of an applicable unpaid leave.

Employee Signature _____ **Date:** _____

If paid parental leave for birth of child, please print health care provider name:

Health care provider signature _____ **Date:** _____

For adoption, please include legal paperwork, such as official record of adoption.