

Paid Parental Leave Request

Section I: Employee Information

Employee Name: _____ Personnel #: _____

Employee Title: _____ Department: _____

Employee E-Mail Address: _____ Employee Phone: Work _____ Cell _____

Section II: Parental Leave Information

In agreement with the Paid Parental Leave policy (HRO339) I certify that I meet the following eligibility requirements:

- I am the biological parent or adoptive parent.
- I have been employed by the University of Tennessee in a regular position for at least 12-months prior to the birth or adoption of the child.

Requested Parental Leave Dates: First Day of Leave: _____ Last Day of Leave _____

Birth (Expected Date of Birth: _____) Adoption (Expected Date of Adoption: _____)

I plan to take Paid Parental Leave in 6 consecutive weeks (240 hours) within 12-months of the birth/adoption of the child.

I plan to take up to 6-weeks (240 hours) of leave on an intermittent or reduced schedule basis within 12-months of the birth/adoption of the child. I have reviewed this intermittent/reduced schedule with my supervisor.

Section III: Employee Certification

I understand that within 30 days of the birth or adoption of the child, I must provide the Office of Human Resources with a copy of the child's birth certificate or official documentation of adoption in addition to the FMLA Leave Request form, as applicable.

Employee Signature: _____ Date: _____

Section IV: Acknowledgement

The department has been made aware of this Paid Parental Leave request.

Chairperson/Department Head Name: _____ E-Mail: _____

Chairperson/Department Head Signature: _____ Date: _____

Section V: Human Resources Eligibility

The employee _____ meets _____ does not meet the eligibility criteria.

Human Resources Reviewer Signature: _____ Date: _____

Submit this completed form to Human Resources. CC: Employee and Employee's Department