



## 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 University's Family and Medical Leave (FML) Policy. Further information on Paid Parental Leave, including the terms and conditions, can be found on the Human Resources website:

<https://hr.lehigh.edu/staff-paid-parental-leave-benefit>.

Complete and sign this form, attach all required documentation, and **email to:** [inben@lehigh.edu](mailto:inben@lehigh.edu); or **fax to:** 610-758-6226

### A. Employee Information

**Employee Name:** \_\_\_\_\_ **LIN:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Department Name:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

### 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 six 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:** \_\_\_\_\_

**HR Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### C. Submission:

Submit this form to Human Resources at [inben@lehigh.edu](mailto:inben@lehigh.edu) or fax to (610)758-6226

**For Birth:** A copy of your child's birth certificate or hospital birth confirmation is required and must be submitted prior to the start of Paid Parental Leave.

**For Adoption:** Official documentation from a Court, Agency, and/or Attorney is required and must be provided prior to the start of Paid Parental Leave.

**Upon Human Resources approval of this Paid Parental Leave Request, a copy of this form will be sent to your supervisor.**

(Over)

**ELIGIBILITY REQUIREMENTS:**

Eligible employees must meet the following criteria:

- Have been employed with the University for at least 12 consecutive months in a benefits eligible position prior to the birth of a child or placement of an adopted child .
- Be a full-time (at least 75% FTE) staff member (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 providing they meet the eligibility parameters.

Finally, eligible employees must use the paid parental leave for the purpose of caring for or bonding with the newborn or newly adopted child. Paid parental leave does not apply for foster care placement.

**AMOUNT, TIMEFRAME AND DURATION OF PAID PARENTAL LEAVE**

- Eligible employees will receive up to a maximum of six weeks (30 work days) of paid parental leave per birth or adoption of a child. In addition, in no case will an employee receive more than six 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 six-week total amount of paid parental leave granted for that event.
- Each week of paid parental leave is compensated at 60% or 100% (depending on years of service at the time of birth or placement of adopted child) of the employee's regular, straight-time pay. Paid parental leave will be paid on regularly scheduled pay dates (e.g., bi-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 1 year 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 employment with the University, an eligible staff member will not be paid out for any unused paid parental leave.