



## REQUEST FOR A PARENTAL LEAVE OF ABSENCE

Parental leave is an unpaid period of time for the purpose of attending a newly born or newly adopted child. Such leave may be as nearly as possible for one calendar year. For purposes of planning, a parental leave request should be submitted, for Board Action, as far in advance of the anticipated leave date as is possible.

I, \_\_\_\_\_, request a PARENTAL Leave of absence beginning at the time the physician declares me physically able to return to work (generally six (6) weeks after delivery). Therefore, I would anticipate that my parental leave would begin \_\_\_\_\_.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Building

\_\_\_\_\_  
Date

**NOTE:** An employee within the professional, paraprofessional, custodial bargaining units who desire to return from parental leave earlier than originally requested shall submit a written request at least twenty (20) working days prior to new ending date. All other units must submit a notice of intent to return to work two (2) months prior to their leave ending date.

If insurances were discontinued during a parental leave, the employee, upon return, must complete the appropriate forms for reinstatement to the group insurance plans.

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