

Paid Parental Leave Request Form

This request should be made at least 30 days in advance of the date on which you wish to start parental leave, when practical. NKU recognizes that adoption and foster care processes and other extenuating circumstances may make advance notice difficult to provide and may grant exceptions to the requirement in such cases. 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 (FMLA) Policy. Further information on Paid Parental Leave, including the terms and conditions, can be found in the Paid Parental Leave policy.

Complete and sign this form, attach all required documentation, and Mail to: FMLA Administrator, AC 708; Fax to: 859-572-6998; or Email to: HR@nku.edu

Employee Information

Employee #: _____

Employee Name: _____

Department: _____

Supervisor Name: _____

Time Administrator Name: _____

I hereby give notice of my intent to take paid parental leave. I certify that I meet the eligibility requirements; full-time employee that has completed at least twelve (12) months of employment and have worked at least 1250 hours in the prior 12 months.

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: _____

Foster Placement 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.

Supervisor Signature

Date

Employee Signature

Date

Submit this form directly to the FMLA Administrator with along with:

For Birth: Either FMLA paperwork or a copy of your child's birth certificate or hospital birth confirmation.

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

For Foster Care: Government issued or legal document dated and signed by a court official.