

**PAID PARENTAL
LEAVE
REQUEST FORM**

If eligible, full-time regular employees may receive one week of paid parental leave.

Employees should be aware of the following:

- Parent parental leave can be given upon the birth or adoption of an employee’s child(ren).
- All additional time off will be paid or unpaid according to an employee’s FMLA eligibility and accrued leave time.
- An employee should provide his/her supervisor at least 30 days’ notice of the proposed time off.
- Paid parental leave benefits will be at an employee’s regular rate of pay.
- Paid parental leave is subject to the availability of funds in the County’s budget.

If you would like to request paid parental leave, please complete the section below and submit this form alongside documented proof to Human Resources prior to taking leave.

EMPLOYEE INFORMATION	
NAME:	EMPLOYEE ID:
DEPARTMENT:	PHONE NUMBER:
LEAVE INFORMATION	
TYPE OF LEAVE: Parental-Birth (Provide HR with Physician’s Certification for Birth Mother/Father) Parental-Adoption (Provide HR with a copy of the court or agency document)	
ANTICIPATED LEAVE START DATE:	ANTICIPATED LEAVE END DATE:

I understand and accept a leave of absence as stated on this page. I further acknowledge that upon Human Resources approval of my request and documentation I will be given one week of paid parental leave. (*General Employee: 40hrs./Fire Shift Employee: 54hrs./ Sheriff Shift Employee: 42.75hrs.*)

EMPLOYEE SIGNATURE

DATE

AUTHORIZATION

HUMAN RESOURCES SIGNATURE

DATE

HR COMMENTS

