**Paid Parental Leave Request**

The parental leave pay is to be taken in a continuous period between the time of birth/adoption up to the first 12 weeks. A parental leave will run concurrently with any FMLA leave. To qualify to receive paid parental leave, a staff member must have worked continuously at the college for at least one year in a regular benefit-eligible position. The amount of paid leave is calculated based on the non-exempt budgeted weekly hours or the exempt budgeted FTE. If a staff member terminates employment while on a paid parental leave, the pay will cease as of the date of termination. Vacation, Sick and Floating Holiday hours do not accrue during this paid leave. Birth or adoption is considered a qualifying life event.  In order to add your child to your health insurance plan, it must be done within the "Dependent Special Enrollment Period", a 31-day window from date of birth or adoption.

**Primary Caregiver Request:**

Any regular, benefit-eligible exempt or non-exempt staff who becomes either a birth or adoptive parent and who is the primary caregiver (designated biological or adoptive parent) who will be staying home with the child may receive **up to12 weeks** of paid parental leave. **By signing this I am stating that I am the Primary Caregiver for my child:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(employee signature) (printed name) (date)**

**Secondary Caregiver Request:**

The secondary caregiver (spouse or recognized domestic partner of the designated biological or adoptive parent) may receive **up to 3 weeks** of paid parental leave. A secondary caregiver may elect to use additional leave up to 9 weeks of paid (using the employee’s absent accruals of vacation or floating holiday time). Sick accruals would only be used if either authorized by a physician or if the child becomes ill. If the primary caregiver experiences medical complications prohibiting full care of the newborn child, the secondary caregiver may assume the role of the primary caregiver.

**By signing this I am stating that I will be the Secondary Caregiver: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(employee signature) (printed name) (date)**

**Shared Caregivers Request:**

If the primary and secondary caregivers are both Carleton employees, the parental leave granted to the family will be a total of **up to12 weeks and will be shared** by the caregivers. If additional leave is applied for beyond the shared 12 weeks, by one or both of the caregivers, it is the supervisor’s discretion to approve this additional leave time based on the affect of the operations of the department. Any additional approved leave would be paid using the employee’s absent accruals of vacation or floating holiday time. Sick accruals would only be used if either authorized by a physician or if the child becomes ill.

**By signing this I am stating that I will be the sharing the Caregiver role for my child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(employee signature) (printed name) (date)**

**I will be taking the following time period off: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please submit to Human Resources to process.