

PARENTAL LEAVE REQUEST FORM

Employee Name:	
Employee Title:	
Department:	
Phone #:	
Email:	

Muhlenberg College provides eligible faculty & staff with up to eight weeks of paid parental leave within 12 months following the birth, adoption, or foster placement of a dependent child. Faculty may choose a 2-course reduction in lieu of paid leave, if desired.

ELIGIBILITY REQUIREMENTS

1. An employee in a position budgeted for at least 1,248 hours per year;
2. Minimum 12 months of employment with at least 1,248 hours worked during the 12 consecutive months immediately preceding the date paid parental leave will begin; and
3. Employee who:
 - a) has given birth to a child or is expected to give birth to a child;
 - b) is a spouse of an individual who has given birth to a dependent child or is expected to give birth to a dependent child;
 - c) is a partner of an individual who has given birth to a child or is expected to give birth to a child who is/will be a dependent of the employee;
 - d) who has adopted a dependent child who is 17 years old or younger (paid parental leave is not available for the adoption of a stepchild by a stepparent); or
 - e) has a dependent foster placement of a child who is 17 years old or younger.

If both parents are employees of the College and meet the above eligibility requirements, both parents are eligible for paid parental leave.

I am requesting the following Paid Parental Leave (choose one):

- Continuous Leave of 8 weeks** beginning on or about: _____
- Intermittent Leave** in full day increments on the following dates:

- Course Release** (Faculty Only) of two courses during the _____ semester(s)
(e.g. two courses in Fall 2024 or one course in Fall 2024 & one course in Spring 2025).

Select the appropriate qualifying life event:

- Birth of my child - Expected Date of Birth: _____
- Adoption - Expected Date of Placement: _____
- Foster Care Placement - Expected Date of Placement: _____

Required Documentation: Attach documentation supporting the qualifying life event to this form or provide to HR upon receipt if it is not yet available (e.g. birth certificate, adoption certificate, foster care placement letter, court documents, etc.)

PAID PARENTAL LEAVE PROVISIONS

- Parental leave runs concurrent with approved absences under the Family & Medical Leave Act. FMLA requests should be submitted to HR as soon as possible (e.g. once due date is known and pregnancy is announced) or as early as feasible, but not later than 30-days in advance absent an emergency/unanticipated occurrence. Situations that do not qualify under FMLA will also not qualify as Parental Leave.
- Eligible employees will receive up to a maximum of eight weeks (40 work days) of paid parental leave, in a rolling 12-month period, regardless of whether more than one birth or adoption event occurs within the 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 total amount of paid parental leave or course releases granted.
- Each week of paid parental leave is paid at 100% of the employee’s regular, base pay.
- Paid parental leave is 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 qualifying life event. 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 first anniversary of the finalization of the child’s adoption or foster placement.
- Employees may take paid parental leave in one continuous period of leave or intermittently.
- Upon conclusion of employment at the College, departing employees will not be paid for any unused paid parental leave.

By signing this form, I acknowledge and attest:

I understand that any unused portion of Paid Parental Leave will expire (and will no longer be available for use) 12 months after the qualifying life event.

I also understand that paid parental leave runs concurrently with leave for which I may be eligible under the Family and Medical Leave Act.

I have attached required, supporting documentation or will provide it to Human Resources as soon as it becomes available.

I also understand that if I do not meet the eligibility requirements for paid parental leave, I will be notified by Human Resources.

Employee Signature

Date

NOTE TO EMPLOYEE: E-mail this form and any supporting documentation to hr@muhlenberg.edu. Please retain a copy of all information for your records.