



Parental Leave Request Form

The University's Parental Leave benefit enables eligible Employees, in an active pay status, to receive paid leave when welcoming a new child into their home due to a qualified event.

Employees who request Parental Leave will complete this form in its entirety, attach supporting documentation as appropriate (e.g., legal, medical information), and submit to benefits@washburn.edu or fax to 785-670-1642. Completed forms should be submitted at least 90 days prior to the beginning of Parental Leave or as soon as reasonably practicable.

Name: _____ WIN: _____

Dept: _____ Supervisor Name: _____

Reason for Request: _____ Birth _____ Expected Date of Birth _____
_____ Adoption _____ Date of Placement _____ Age of Child _____
_____ Foster Child _____ Date of Placement _____

NOTE: Paid Parental Leave must be taken within the 12 weeks immediately following the date of birth or date of placement for adoption or foster. Parental Leave not utilized within the 12-week period will be forfeited. Parental Leave may only be used once in a "rolling" 12-month period measured backward from the date of any previous Parental Leave usage.

Caregiver Designation: Primary caregivers assume the main responsibility for care of the child(ren). Secondary caregivers are those other than the primary caregiver who provide care for the child(ren).

I affirm I am the: **Primary Caregiver** _____ **Secondary Caregiver** _____

Benefit Duration: Varies depending on length of continuous employment as an Eligible Employee.

- Eligible Employees who have at least one year of continuous employment, in a position authorized to work .5 or greater FTE, and who experience a birth or placement of a child(ren) for adoption (up to 6 years of age) are eligible for up to 8 weeks of paid Parental Leave if the primary caregiver and up to 4 weeks of paid Parental Leave if the secondary caregiver.
- Eligible Employees with six months to less than one year of continuous employment, in a position authorized to work .5 or greater FTE, and who experience a birth or placement of a child(ren) for adoption (up to 6 years of age) are eligible for up to 4 weeks of paid Parental Leave if the primary caregiver and up to 2 weeks of paid Parental Leave if the secondary caregiver.
- Eligible Employees who have at least one year of continuous employment, in a position authorized to work .5 or greater FTE, and who experience a foster placement of a child(ren) regardless of age, are eligible for up to 2 weeks of paid Parental Leave if the primary caregiver and up to 1 week of paid Parental Leave if the secondary caregiver.
- Eligible Employees who are considered part-time (.50 FTE < 1.0 FTE) shall receive pro-rated paid Parental Leave benefits.

Dates of Requested Leave: From: _____ To: _____

Will you use the leave (**note: intermittent or reduced leave will not extend the 12-week period**):

Consecutively _____ **Reduced Schedule** _____ **Intermittently** _____

I affirm that I am either the child's natural, adoptive, or foster parent. I affirm that if the child has more than one caregiver working for Washburn University, we are not both claiming Primary Caregiver status. I have reviewed the WUPRPM regulations and procedures, [Section E. Benefits, 11](#), regarding Parental Leave.

Employee's signature: _____ **Date:** _____

Submit completed form and appropriate supporting documentation to benefits@washburn.edu

HR Verification of Eligibility: _____ Eligible _____ Ineligible **HR Signature:** _____ **Date:** _____

Supervisor Approval: _____ Yes _____ No **Supervisor Signature:** _____ **Date:** _____

Supervisors – After signing please email form to benefits@washburn.edu for processing.