

Authorization to use Parental Leave Intermittently Form

Paid parental leave is leave to bond and care for a child after the birth or placement of a child with the employee for adoption or foster care to be used within the first year after childbirth or placement of a child with the employee for adoption or foster care. Paid parental leave may be taken intermittently provided the leave is taken in one (1) work week increments. When an eligible employee would like to take paid parental leave intermittently, the eligible employee shall consult with the department and make a reasonable effort to schedule the leave so as not to unduly disrupt the department's operations. The below information should be completed by the employee and the supervisor when paid parental leave is requested to be used intermittently.

This section shall be completed by requesting employee:

Please use a separate form for each occurrence of parental leave in intervals of work week. **Note: Work week is defined as Saturday through Friday.**

I request to use paid parental leave intermittently for the following work week:

Start date _____ through End date _____
(insert date) (insert date)

If approved, paid parental leave will be used on any scheduled workday during the work week listed above.

Employee's Signature

Employee No.

Date

This section shall be completed by the immediate supervisors/manager:

The operational needs of the division/department have been assessed and the above employee's request to use parental leave intermittently for the work week above has been:

☐ **Granted** ☐ **Denied** (due to operational disruption)

Immediate Supervisor's Signature

Employee No.

Date

If the employee is authorized to use paid parental leave intermittently, a copy of the approved authorization shall be submitted to the PPI Portal with the leave request.

Employee and the immediate supervisor/manager should retain a copy for their records.