

# DEPARTMENT OF HUMAN RESOURCES PARENTAL LEAVE REQUEST FORM

Eligible employees are entitled to 12 weeks unpaid Parental Leave under FMLA for the birth of a child or adoption or placement for foster care of a child under 3 years of age. If not eligible for FMLA Parental leave, an employee may use TAMU System Parental Leave.

## PROVISIONS OF FMLA PARENTAL LEAVE AND TAMU SYSTEM PARENTAL LEAVE

<u>Provision</u>	<u>FMLA Parental Leave</u>	<u>TAMU System Parental Leave</u>
Eligibility	12 months service and 1250 work hours in last 12 months	Not eligible for FMLA Parental Leave
Paid Leave	Must first use eligible paid leave	Must first use eligible paid leave
State Contribution	Receive during unpaid leave	Do not receive during unpaid leave
Timing	Any time during 12 months after birth or adoption or placement of a foster child	Must begin on day of birth or adoption or placement of foster child under 3 years of age
Duration	12 weeks	12 weeks

Certification is required for use of either type of leave. Use of sick leave is strictly limited to those situations clearly falling within the definition of sick leave as found in Section 4 of System Regulation 31.03.02, and requires medical certification.

For complete requirements and specific provisions for each type of leave, please contact the Department of Human Resources at the earliest practicable date.

REQUEST FOR: \_\_\_\_\_ FMLA Parental Leave      \_\_\_\_\_ TAMU System Parental Leave

FOR (CIRCLE ONE): BIRTH, ADOPTION, PLACEMENT OF FOSTER CHILD

I certify that I understand the requirements for the type of leave I have requested , and I agree to furnish necessary documentation.

Employee Signature \_\_\_\_\_ DATE: \_\_\_\_\_

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### ACKNOWLEDGEMENTS:

Supervisor's Signature \_\_\_\_\_ DATE: \_\_\_\_\_

Director of Human Resources  
Signature: \_\_\_\_\_ DATE: \_\_\_\_\_