

Human Resources

Parental Leave Request Form

Employee Information

Name: _____ Employee ID: _____

Eligibility

Under the Parental Leave of Absence Policy regular benefit eligible employees are eligible to request up to twelve weeks approved time off away from work for the purpose of birth and bonding. Benefits are also available in the case of miscarriage or still birth.

- Paid time off: Regular benefit eligible employees with at least one year of service and who has worked at least 1250 hours in the previous twelve months can request up to 12 weeks of approved paid time off.
- Unpaid time off: Regular employees with less than one year of service and/or who has worked less than 1250 hours in the previous 12 months can request up to 12 weeks of approved unpaid time off. For you to receive pay for your time away from work you are required to report accrued time off on your timesheet in the following order: sick, vacation, compensatory time.

Parental leave runs concurrently with Family Medical Leave. Review the Parental Leave Policy, <https://in.nau.edu/human-resources/benefits-parental-leave/>

Reason or Request

Birth Adoption Placement (guardianship or foster care) Stillbirth Miscarriage

Estimated Time Requested

Begin Date _____ End Date _____

Authorization

- I have read the parental leave policy and agree to abide by the terms.
- Parental Leave should be taken continuously or if approved by the department as a reduced schedule or intermittently.
- I understand that I am expected to return to my position at the end of my approved Parental Leave. If I fail to return to work at my full schedule for at least 30 calendar days I will be required to reimburse the University for the salary and benefit paid on your behalf during the Parental Leave period.
- I agree to notify Human Resources and my department if I am unable to return to work on the expected return to work date.

Signature: _____ Date: _____

Additional Information:

Return the completed form to: NAU Human Resources, Box 4113, Flagstaff, AZ 86011 928-523-2223 or Fax Completed Form to: Human Resources Fax #: 928-523-5220 Email: nauhrbenefits@nau.edu