Department of Human Resources

Staff Parental Leave Reques

Part 1	- To be completed by Empl	oyee		
Name	e :		JobTitle:	
Dated (m/d/	of TU/USMEmployment yy):	TotalYears at TU/USM	Dept:	
	patedDateof Child's or Adoption:	DateLeaves to Begin:	ProbableReturnto Work Date:	Numberof Days Requested:
Empl	oyeesareencouragedo refe	er to the USMPolicyVIF7.49for	the full provisionsof the parentalle	avebenefit.
follow USM this fo	ving the birth or adoption of Policy ଐ.50 Policy on Fa orm and provide medical d	the child. ParentalLeaverunsomily and Medical LeaveStaff.locumentation from the treating	ours) to care for a new child in the concurrentlywith an employee's Normally our are not eligible for FMLA eng physician (doctor's note, birthetructure use of accrued leave be	ALAentitlement, pursuant to ntitlement you will complete o certificate, etc.).
eave:				
i. ii.	Exhaust all accrued person	al, holiday, and sick le 3ick leave	arental leave is available once these may be substituted for annual leave nencement of leave parental leave is	e (or an ease lfor sick leave), hour
	are depleted.			·
iii. Γhe em	Exhaust all accrued person the commencement of leav hours evenly between accr these leave options are dep	al, holiday, and a combination of Eor example, if an employee ha ued annual and accruedeaiole, us pleted.	f annual and sick leave up to the mas two hundred (200) hours of accrueing 100 hours from each leave buck ave period, as it is accrued or grante	ximum amount of annual leave a ed annual leave, they may elect to set. Paid parental leave is availab
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