

KANSAS STATE UNIVERSITY

Parental Leave Request Form

Parental Leave Policy per PPM 4860.050

Any leave-earning employee who has been employed by the University, another Regent's institution, or another Kansas state agency for at least twelve months shall be eligible to receive paid parental leave following a qualifying event (e.g., birth, placement of a foster child of any age, or placement of a child for adoption - up to 6 years of age) occurring after September 19, 2021.

Paid parental leave under this policy shall be at 100% of the eligible employee's regular rate of pay and, while using paid parental leave, employees continue to accrue vacation and sick leave, as well as all other regular benefits in accordance with applicable rules, regulations, Board policy and statutes.

For purposes of this policy:

- Each parent designated as the primary caregiver shall receive up to eight weeks of paid parental leave and
- Each parent who is designated as the secondary caregiver shall receive up to four weeks of paid parental leave.

Each employee is responsible for designating their caregiver status.

If more than one parent of the newborn or newly adopted child is an employee of Kansas State University and both are using parental leave, the employees must designate which employee will serve as the child's primary caregiver and secondary caregiver.

Each employee requesting paid parental leave must provide as much advance notice as practicable.

Designate status below:

Primary Caregiver

Secondary Caregiver

Request/Approval

Employee and Department Information	
Department ID:	Department Name:
Employee Type:	Position #:
Employee Name:	Employee ID:
Birth Adoption Foster	Date of Birth:
	Date of Placement for Adoption or Foster:

Leave Information and Proposed Schedule	
Leave Will be Taken Using (<i>choose all that apply</i>): <input type="checkbox"/> Parental Leave <input type="checkbox"/> FMLA (if applicable)	
Leave Will be Taken in: <input type="checkbox"/> Intermittent Weeks <input type="checkbox"/> Consecutive Weeks	
Parental Leave Used:	FMLA Used (if applicable):
Total Leave Taken:	
Planned Start Date for Total Leave:	Planned End Date for Total Leave:

As an employee of Kansas State University, I, the undersigned employee, understand and agree that I meet the following criteria to be eligible for Parental Leave.

- I have been employed by the State for at least 12 months.
- I am considered the primary or secondary caregiver of a newborn, newly fostered, or newly adopted child.
- The qualifying event is defined as a birth, placement of a foster child of any age, or placement of a child up to 6 years of age for adoption.
- The paid parental leave will be taken within the 12-week period immediately following the qualifying event and may begin 30 days in advance of the event.

Employee Name (Printed)

Date

Employee Signature

Date

Supervisor Signature

Date

The Department should retain completed form with the Employee's Time and Leave Records