

# Parental Leave Request Form Staff/Administrator

**Participation:** All full-time Staff and Administrators shall qualify upon their first day of full-time employment with Kalamazoo Valley Community College.

**Qualifying Events:** The birth, adoption or legal placement of a foster child that will be included as a dependent of the employee.

**The Leave:** Parental leave allows staff and administrators to borrow up to 160 hours of future sick leave prior to or following a qualifying event as listed above. Employees with a balance of accrued sick leave will not be required to use or deplete their balance prior to using this parental leave benefit. For each subsequent year 40 hours of sick leave; that would have accumulated in the Employee's sick leave balance, will be withheld by the College until the borrowed balance is zero. Parental leave may only be used in one block of time per qualifying event, but does not need to be used in its entirety. If the full-time staff or administrator separates from the College prior to zero borrowed balance, the final check will be adjusted to repay the remaining balance.

**Instructions:**

1. Complete this form and submit a copy to your supervisor and to the Employee Benefits Manager.
  - a. Include the expected dates of leave keeping in mind that parental leave shall only be granted in one block of time of up to 160 hours.
  - b. Indicate the qualifying event for the leave.
  - c. Keep in mind that leave will be for the base on a 40-hour work week.
2. Identify if the parental leave will be banded with other forms of leave (i.e. sick leave, family medical leave, short term disability or meritorious leave).
  - a. Please note that any time there is an FMLA qualifying event, FMLA leave will be counted.
3. Work with your Supervisor/Administrator to assure that coverage is available during your leave time.

**SECTION 1 – Employee Information**

Employee Name	Valley #	Date

**SECTION 2 – Qualifying Event for Parental Leave**

Birth		Adoption		Foster	
-------	--	----------	--	--------	--

**SECTION 3 – Leave schedule**

Parental Leave	Leave Start Date	End Date of Leave

Leave time will be used in blocks of days or weeks. Each day will be an eight (8) hour day and each week will be a forty (40) hour week. A block of leave that is less than 160 hours will not allow the staff/administrator to use the remaining leave at a later date.

**Other Leave (sick leave, FMLA, short-term disability or meritorious leave)**

Type of Leave	Please list all that will be used:	Duration of leave including Start Date	And Expected End Date

I am requesting to use Parental Leave and understand that this leave is self-funded from future sick leave awards. My signature below acknowledges that if employment with Kalamazoo Valley Community College ends prior to the repayment of parental leave the unpaid portion will be withheld from my final check.

\_\_\_\_\_

Employee Signature
Date