



**All leaves run concurrently with FMLA (\*PFL, for NY only) and must be taken within the first year of the child being born and/or adopted.**

Employees must take their leave 1 full week (5 business days) at a time within the first year of the child being born. Any day outside of the granted 6 weeks period will count toward PTO as additional time off.

**Local HR and the employee’s manager must approve all leaves.**

Consecutive Parental Leave (non-child bearing parent):

Starting week of	Ending week of	Number of weeks	Return to duties date	Additional Days used (PTO)
		<b>6</b>		

Non-Consecutive Parental Leave (non-child bearing parent):

Starting week of	Ending week of	Number of weeks	Return to duties date	Additional Days used (PTO)

Notes (optional/HR only): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

HR Signature: \_\_\_\_\_

Date: \_\_\_\_\_