Parental Leave (PRL) Request Form

Employee Information

Employee name	
Phone numbers (personal and work)	Email addresses (personal and work)
Department name	

Details for Need of Parental Leave

Reason Parental Leave is being requested:

Birth of a child ☐ Placement for adoption ☐

	Anticipated	Actual
Date of birth or placement		
Date use of PRL begins		
Date use of PRL concludes		
Date of planned return to duty (after use of other types of leave)		

Requested method of using PRL: Continuous use ☐ Predefined reduced schedule ☐

See definition of predefined reduced schedule in Parental Leave Regulation

Reason(s) for predefined reduced schedule:

Description of predefined reduced schedule:

Employee Certifications (initial each box)

☐	I attest that PRL is being taken because of the birth of my child or because of placement of a child with me for adoption and that the PRL will be used in connection with my fulfillment of my parental role to care for and bond with the child.
☐	I will provide documentation to support this request, as directed by city policy.
☐	I acknowledge and understand that providing a false certification could result in disciplinary action, up to and including termination of employment.
☐	I will notify HR as soon as practicable of the actual date of birth or placement.
☐	I attest that any predefined reduced schedule has been approved in advance by my supervisor.
☐	I hereby certify that all statements made in this application are true and correct to the best of my knowledge and belief.

Employee signature	Date

Examples of Acceptable Supporting Documentation

Employees must provide the city with appropriate documentation which shows that employee's use of paid parental leave is directly connected to a birth or placement that has occurred.

Examples of documentation the city will accept following the birth of an employee's child or the placement of a child with the employee for adoption or foster care are provided below.

Childbirth

1. Birth certificate
2. Document naming employee as second parent, such as declaration of paternity or court order of filiation
3. Appropriate court documents
4. Consular report of birth abroad

Adoption

1. Documentation provided by the adoption agency confirming the placement and date of placement
2. A letter from the parent's or parents' attorney confirming the placement and the date the placement occurred.
3. Immigrant visa for the child issued by U.S. Citizenship and Immigration Services
4. Adoptive placement agreement
5. Independent adoption placement agreement