

QUINNIPIAC UNIVERSITY
PAID PARENTAL LEAVE AFFIDAVIT/REQUEST FORM



Eligible employees must advise their department manager, chair or dean at least one month prior to the effective date of the leave request and also submit a completed affidavit/request form to the University's Office of Human Resources within the same time frame.

To be completed by employee:

Last Name _____ First Name _____

Date of Hire _____ Job Title _____ Dept. _____

Employee ID # _____ Tel# _____

Reason:

- Birth
- Adoption
- Foster Care Placement

Anticipated date of birth, adoption, or foster care placement _____

Anticipated Parental Leave to begin on _____

and end on _____

Please submit verification of the birth, adoption or foster care placement once you have this documentation available.

Employee Statement of Understanding - Paid Parental Leave Policy

I have received a copy of the policy and I am aware of and understand the following:

- I will receive up to four consecutive weeks (20 business days) of Paid Parental Leave. Paid Parental Leave runs concurrently, not consecutively, with benefits provided pursuant to the Family Medical Leave Act (FMLA). This policy applies to births (date of delivery), adoptions, and foster care placements that occur on or after September 1, 2018.
- For the employee that gives birth, the Paid Parental Leave may be used immediately following the medical disability portion of the leave or during the first 12 months following date of birth. If the leave is for bonding, adoption, or foster care placement, the leave may be used during the 12 months immediately following the birth, adoption, or foster care placement of the child. This leave is paid at 100 percent of the eligible employee's base salary. Paid Parental Leave cannot be used on an intermittent basis and will run concurrently with FMLA.
- Multiple births, such as having twins, do not increase the length of the Paid Parental Leave.
- Paid Parental Leave may be utilized only once in a rolling 12-month period.
- I have worked in a full-time benefits-eligible position for the past six months. Time worked as a student employee, temporary staff member, or in other non-benefit-eligible positions does not count toward this six-month employment requirement.
- I must plan on returning to work upon ending the leave. If I fail to return to work, repayment of salary and benefit costs for all weeks of the paid parental leave benefit (up to 4 weeks) must be made to the University. Upon ending the leave, I must be actively at work (that is, not using sick or vacation time) for 6 weeks to be considered "returned to work."

Employee Signature and Date

Name of Manager

Please return this completed form to the Office of Human Resources.