



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

Employees are granted **8 weeks** of parental leave, and must take their leave **1** full week (5 business days) at a time within the first year of the child being born.

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

Starting Week of	Ending Week of	Number of Weeks	Return to Duties Date
		<b>8</b>	

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

Starting Week of	Ending Week of	Number of Weeks	Return to Duties Date

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

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

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

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

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

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

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