



REQUEST FOR PARENTAL AND MEDICAL LEAVE

| EMPLOYEE INFORMATION | |
|---|--|
| NAME: | UR ID NUMBER: |
| PHONE: | DEPARTMENT: |
| | SUPERVISOR: |
| REASON FOR LEAVE | DATES OF LEAVE |
| <p>Please check one:</p> <p><input type="checkbox"/> <i>Parental- Continuous leave- 8 weeks for staff; 1 semester for faculty</i></p> <p style="margin-left: 20px;"><input type="checkbox"/> <i>Employee Birth of Child</i></p> <p style="margin-left: 20px;"><input type="checkbox"/> <i>Spouse/SSDP/Partner Birth of Child</i></p> <p style="margin-left: 20px;"><input type="checkbox"/> <i>Placement of a Child (Adoption/Foster Care)</i></p> <p style="margin-left: 40px;"><i>Anticipated Date of Birth or Placement: _____</i></p> <p>Medical</p> <p style="margin-left: 40px;"><i>Child, Spouse, or Parent Serious Health Condition</i></p> <p style="margin-left: 60px;"><i>Family Member's Full Name: _____</i></p> <p style="margin-left: 60px;"><i>Relationship: Child Spouse Parent</i></p> <p style="margin-left: 40px;"><i>Employee Serious Health Condition</i></p> <p style="margin-left: 40px;"><i>Qualifying Military Exigency</i></p> <p style="margin-left: 40px;"><i>Covered Servicemember</i></p> | <p><i>Expected Begin Date of Leave _____</i></p> <p><i>Expected End Date of Leave _____</i></p> <p><input type="checkbox"/> <i>Intermittent- Leave taken in separate blocks of time for a single illness or injury</i></p> <p><i>Requested Intermittent Schedule (if known):</i></p> <p>_____</p> <p>_____</p> |
| Comments: | |
| EMPLOYEE SIGNATURE: | DATE: |
| HUMAN RESOURCES DEPARTMENT USE ONLY | |
| <p><u>ELIGIBILITY</u></p> <p>12 months service? 1250 hrs worked / 12 months? Medical Certification complete? FML Approved?</p> <p>_____ weeks or _____ hours</p> | <p><u>PREVIOUS FML TIME</u></p> <p>Previous FML time used during last 12 month period? Yes No</p> <p>_____ week/hours</p> |
| HR REPRESENTATIVE: | DATE: |

Please complete this form and return it to HR via campus mail; fax (804) 287-1282;
 or scan and email to URHR@richmond.edu.
 Once the form has been received, an HR Representative will contact you with next steps.