The University of Vermont

Request for Parental Leave - Represented Faculty

Faculty Member Responsibilities:

- 1. Submit this completed Request for Parental Leave Form and a Leave of Absence Request Form (available on the HRS website) to the department chair/associate dean/director, as applicable, for approval through the customary process.
- 2. Ensure all sick and vacation leave (as applicable) is reported by your department, or through the PeopleSoft self-service function.
- 3. Submit your request according to the time frames specified in Article 20.6.d.2., *i.e.* at least one semester prior to the proposed start of the leave) or if, due to emergency circumstances, as soon as practicable.

Name		Rank		Employ	ee ID #
Department			College/School/Division		
Leave is requested fo	r:				
Fall Semester		OR Spri	ing Semester		OR
	(academic year)			(academic year)	
From	thr	ough		, 20 (year/s)	
(date)		(date)	(year/s)	
Anticipated Birth Date	e/Adoption Date of t	he Child			
to perform my duties (i.e. 0.75 FTE or gre development or other Vermont, immediately member for at least to	as a full time faculty ater). If this paren r authorized leave t y upon conclusion of wo (2) full appointm ve immediately follo	member for tal leave immediate incurs a second content the second content years. If the wing expirat	at least (1) appormediately preceservice commitmof the two leaves I fail to comply vion of said leaves	ately upon conclusion of intment year of full tindes or follows a sable to return a to perform my duties with the obligation to perfor, I agree to repay, for the same of the	ne University service batical, professional to the University of as a full-time faculty provide the required
Signature of Applic	cant		Date		
epartment Chair Approvo	al	Date	Dean Approval		Date
ssistant Dean/Financial N	Manager Signature	Date	Faculty Service	Signature	Date

<u>Instructions to Dean's Office</u>: Submit this signed form along with a signed Leave of Absence form to Faculty Services, c/o Human Resource Services, 228 Waterman. Faculty Services will route to the Provost's Office for approval.