



REQUEST FOR PARENTAL LEAVE

Date:

Name:

Rank:

UNM ID:

Department:

Parental Leave is requested for : Start Date _____ End Date _____

DATE OF BIRTH/PLACEMENT IN HOME: _____

Is other parent taking leave*? _____ Dates of other parent's leave: Start _____ End _____

Compensation During Leave Period: 1/2 Pay* Full Pay

*If the other parent is also taking leave in the same department, each will be reimbursed at one-half (1/2) of their base salary.

FOR PROBATIONARY FACULTY: CURRENT TENURE DATE: _____

Parental leave will normally extend the probationary period.

Tenure Clock: suspend continue during parental leave (attach justification memo if clock is to continue)

Faculty Signature

Date

ADDITIONAL DOCUMENTATION:

Parental leave requested must be accompanied by a departmental plan for covering the faculty member's duties during period of leave from the Chair.

For faculty holding research faculty appointments, the department chair must address the plan to mitigate impact to grantors, including grantor approval to fund paid leave request.

RECOMENDATIONS:

Table with 3 columns: Role, Date, and Status (Approved/Denied). Rows include Department Chair, Dean/Designee, Branch Chancellor, and Provost/Designee.

Policies and Procedures:

- Faculty Handbook: C210 Sick Leave
Unit 1 Collective Bargaining Agreement: Article 9, Section C
University Administrative Policy: 3440 Family and Medical Leave

OAP Use Only

Notes for HRTC

Effective Date

End Date

Job Change Reason FAPPL - Faculty Paid Parental Leave