

Parental Leave Request Form

Parental leave is provided to eligible employees to support new parents with additional flexibility and paid time off to bond with a new child, adjust to their new family situation, and provide increased balance to their employment and family obligations. To be eligible for parental leave, you must have been employed by the University in a benefit-eligible status during the entire 12-month period immediately prior to the birth or adoption of a child. In the case where both parents are Creighton employees, both are eligible for this leave.

Please indicate payroll cycle:

Bi-Weekly Monthly

Please check if applicable:

Part-time Resident

Employee Name		
Department Name		
Parental Leave Start Date		Special Schedule Needs:
Parental Leave End Date		

You will need to complete FMLA (Family Medical Leave Act) which will run concurrent with you Parental Leave Request. To request FMLA please log in at <https://doit.creighton.edu/email-accounts/blue-accounts/quick-launch> or You may call the Solution Center at 866.903.8216 press the #2 for Leave Management.

You may email your completed Parental Leave Request Form to lenorasalts@creighton.edu. Or you may fax them to 402.280.3113 you will receive a copy of approved form; if denied you will receive a copy with explanation. If you have questions or need assistance, please call Lenora Salts at 402.280.4753.

Comments:

Signature _____ **Date** _____

Office use only

Human Resource Approval

Employee # _____

Date of hire: _____

Approved By: _____

Date Approved: _____

Approved FMLA Hours: _____