

## Parental Leave Employee Checklist for Non-birth Parent (Campus HR)

- Request time off work:** Follow your department's normal procedure for requesting leave, providing as much advance notice as possible. If at least 30 days' advance notice is not possible, you must request leave as soon as you know you will need to be away from work.
- Make a Workday request** (or work with your department to ensure a request is made on your behalf) for the entire period you are requesting to take off, including weekends. Use the "LOA – General Leave Request – Becoming a Parent" leave type for your request.
- ONLY FOR EMPLOYEES WHO EARN TIME OFF EACH MONTH  
If you want to participate in the **Parental Shared Leave Program**, please check the box in part 1 of the form and make a Workday request for the entire shared leave time-period you are requesting to take off, including weekends. Use the "LOA – Parental Shared Leave of Absence" leave type for your request. For more information regarding the Parental Shared Leave Program, see <https://hr.uw.edu/ops/leaves/shared-leave-options/shared-leave/>
- ONLY FOR FACULTY  
Faculty paid sick leave is available for medical leaves only. If your family member experiences pregnancy or birth-related medical complications, undergoes surgery, or otherwise develops a serious medical condition, you may be eligible for faculty paid sick leave.
- Your Campus HR Leave Specialist will review your request in conjunction with your rights under FMLA and the University's Parental Leave Policy (staff) or (FMLA and the Faculty Sick Leave Policy (faculty). This review will be followed by an e-mail designating your leave period.
- Work with your department to **ensure time offs** (unpaid time off, sick time off, vacation time off, parental shared leave, personal holiday, etc.) **are applied** to each regularly scheduled workday during your approved leave period. Check your employment program or collective bargaining agreement for eligible time offs.
- Review information about **UW childcare resources**, <https://hr.uw.edu/worklife/child-care-and-caregiving>
- Contact UW Benefits to discuss **health care coverage** and/or **new dependent** information at 206-543-4444 or [benefits@uw.edu](mailto:benefits@uw.edu).
- Contact us at [hrleaves@uw.edu](mailto:hrleaves@uw.edu) as soon as possible if your leave dates need to be changed or adjusted, or if you have any additional questions.**



UNIVERSITY of WASHINGTON  
HUMAN RESOURCES

(not for HMC or UWMC staff)

**Family and Medical Leave  
Request for Parental Leave for Non-Birth Parent**

**Return the completed form to:**

**Campus HR Operations & Services**

Roosevelt Commons West  
Box 354963  
4300 Roosevelt Way NE  
Seattle, WA 98195-4963  
Fax: (206) 685-0636  
Email: [hrleaves@uw.edu](mailto:hrleaves@uw.edu)

**Do not submit to your unit or  
department**

Employee name:		EID:	Employee phone:	Employee email:
Department:			Manager's name:	
I am requesting continuous time off work <input type="checkbox"/> No <input type="checkbox"/> Yes		Expected date of delivery/adoption/placement:		
From (date) _____ through _____				
I am requesting a reduced work schedule as follows <input type="checkbox"/> No <input type="checkbox"/> Yes				
_____ hours/day for _____ days/week until (date) _____				
I am requesting an intermittent work schedule <input type="checkbox"/> No <input type="checkbox"/> Yes		If yes, describe requested schedule:		
LEAVE ACCRUING EMPLOYEES ONLY				
I am requesting Parental Shared Leave:				
<input type="checkbox"/> No <input type="checkbox"/> Yes				
Employee Signature: _____				Date: _____