

## Parental Leave Employee Checklist for 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/>
- You or your attending healthcare provider **return the attached request form** to [hrleaves@uw.edu](mailto:hrleaves@uw.edu) or via fax to (206) 685-0636. Upon receipt, you will receive an e-mail from Campus HR confirming the arrival of the document.
- 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 on UWHR's website:
  - **Pregnancy accommodation** - <https://hr.uw.edu/policies/pregnancy-accommodation>
  - **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.**