



Human Resources  
Wetherby Administration Building  
1906 College Heights Blvd. #11003  
Bowling Green, KY 42101

Attn: Employee Benefits  
Phone: 270-745-5360  
Fax: 270-745-5582  
Email: benefits@wku.edu

**Request for Paid Parental Leave**  
Reference Policies 1.400 and 4.6310

This request should be made at least 30 days in advance of the date in which you wish to start Paid Parental Leave (PPL). For “staff” employees, PPL may extend up to 12 weeks. PPL for “faculty” is for up to 16 weeks. In cases where both parents work at WKU, PPL can be shared not to exceed the applicable 12 or 16 weeks. Forms are required from both employees.

**Employee Information:**

Employee Name: \_\_\_\_\_  
First Middle Last

Home Address: \_\_\_\_\_

Telephone:( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
City State Zip  
Home Other

WKU ID number: \_\_\_\_\_

Home Department: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date consecutive leave is to start: \_\_\_\_\_

Expected Date to return to work: \_\_\_\_\_

Dates if taking leave in two separate increments \_\_\_\_\_

Dates to return to work if taking two separate increments \_\_\_\_\_

**Reason for the leave request:**

- \_\_\_\_\_ The birth of a child
- \_\_\_\_\_ Placement of a child with you for adoption

## Employee Affirmation

I affirm that the information provided on this form is complete and accurate. I acknowledge that I have read and understand the Paid Parental Leave information available to me on the HR website and that I will provide the required documentation and other information as may be requested.

Employee Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

## DEPARTMENT ACKNOWLEDGEMENT:

Supervisor/Dept Head Signature \_\_\_\_\_ DATE: \_\_\_\_\_

College Dean (if applicable) \_\_\_\_\_ DATE: \_\_\_\_\_

## Integration with the Family Medical Leave Act (FMLA)

This program supplements your FMLA benefits, if available, but does not supersede FMLA notice requirements. If you are eligible for leave under FMLA due to birth or placement of a child due to adoption or foster care, your FMLA leave period will run concurrently with your Paid Parental Leave. FMLA forms will need to be completed in addition to the Paid Parental Leave form. In no cases will the total amount of leave, whether paid or unpaid, granted to the employee under FMLA exceed 12 weeks during the rolling 12-month FMLA period.

<https://www.wku.edu/hr/benefits/benefitsdocuments/fmla/fmlarequestformrev.pdf>