

Notes for HRTC  
 Effective Date:  
 End Date:  
 Position Number:  
 Suffix:  
 JCRC: Other Paid Leave

## Request for Parental Leave

Date: \_\_\_\_\_ Department: \_\_\_\_\_  
 Faculty Name: \_\_\_\_\_ Department Contact: \_\_\_\_\_  
 UNM ID: \_\_\_\_\_ Rank/Title: \_\_\_\_\_

Leave Start Date:	Leave End Date:
Date of Birth/Placement in Home:	Is Other Parent Taking Leave: <b>Select</b>
Other Parent Leave Start Date:	Other Parent Leave End Date:

\*If the other parent works at UNM this information is needed for FMLA purposes.

For Probationary Faculty

Current Tenure Date: \_\_\_\_\_  
 Parental Leave will normally extend the probationary Period  
 Tenure Clock:

- Suspended during parental leave
- 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 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.

Recommendations:

Department Chair	Date	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Dean/Designee	Date	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Branch Chancellor (if Applicable)	Date	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Provost/Designee	Date	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>

- Policies and Procedures:
- Faculty Handbook: C215 Parental Leave
  - Unit 1 Collective Bargaining Agreement: Article 9, Section C
  - University Administrative Policy: 3440 Family and Medical Leave (<http://policy.unm.edu/university-policies/3000/3440.html>)