



City of Seattle

Paid Parental Leave Application Form

Last Name (Please Print)

First Name

Employee Number

Department

Hire Date

Work Phone

Application Date

Eligible employees may receive up to four weeks (160 hours; pro-rated for part-time employees) of Paid Parental Leave (PPL) in addition to any paid and unpaid leave to which you may otherwise be entitled. This leave is available during the 12-month period following a qualifying event to provide bonding time and to support a work/life balance during the first year of having a new child at home.

Qualifying Event

- Birth of a son or daughter of employee (also may be child of employee's spouse or domestic partner)
- Placement of a son or daughter with the employee for adoption (also may be child of employee's spouse or domestic partner)
- Placement of a son or daughter with the employee for foster care (also may be child of employee's spouse or domestic partner)

Qualifying Event Date

Estimated Qualifying Event Date

Request Leave be Taken: Consecutively

Intermittently

Dates Requested:

Starting

Ending

Leave taken intermittently or on a reduced schedule must be by mutual agreement between the employee and the City. PPL leave balances expire 12 months after the qualifying event.

An employee need not exhaust his or her accrued sick leave, compensatory time and/or vacation or other paid leave prior to requesting and taking PPL. Other leave arrangements must be approved in addition to your PPL as per your department and/or City requirements. If you anticipate requesting Donated Sick Leave, please see your Human Resources representative immediately. When you are approved for PPL, you are no longer eligible for donated sick leave.

Documentation: A Hospital Birth Certificate or documentation that substantiates placement of a child with the employee or employee's spouse or domestic partner is acceptable documentation. If documentation is not immediately available, please complete the City's Affidavit of Child Placement. Send documentation to your department's Leave Coordinator or Human Resources representative no later than six weeks from the qualifying event.

Failure to Return to Work: The City may recover the value of the Paid Parental Leave from the employee if the employee fails to return to work following his or her leave of absence.

Employee's Signature

Date

Human Resources/Department Approval

Date

Date Approval Letter Sent

HRIS Entry