

Paid Parental Leave (PPL) Request Form

Parental Leave Policy per PPM 4860.050

Any leave-earning employee who has been employed by the University, another Regent's institution, or another Kansas state agency for at least twelve months shall be eligible to receive paid parental leave following a qualifying event (e.g., birth, placement of a foster child of any age, or placement of a child for adoption - up to 6 years of age) occurring after September 19, 2021.

Paid parental leave under this policy shall be at 100% of the eligible employee's regular rate of pay and, while using paid parental leave, employees continue to accrue vacation and sick leave, as well as all other regular benefits in accordance with applicable rules, regulations, Board policy and statutes.

For purposes of this policy:

- Each parent designated as the primary caregiver shall receive up to eight weeks of paid parental leave and
- Each parent who is designated as the secondary caregiver shall receive up to four weeks of paid parental leave.

Each employee is responsible for designating their caregiver status.

If more than one parent of the newborn or newly adopted child is an employee of Kansas State University and both are using parental leave, the employees must designate which employee will serve as the child's primary caregiver and secondary caregiver.

Each employee requesting paid parental leave must provide as much advance notice as practicable.

Designate status below:

Primary Caregiver
 Secondary Caregiver

Request/Approval

Employee and Department Information	
Department ID:	Department Name:
Employee Type:	Position #:
Employee Name:	Employee ID:
Birth Adoption	Due Date or Date of Birth:
	Date of Placement for Adoption:

Leave Information and Proposed Schedule	
Leave Will be Taken Using (<i>choose all that apply</i>): <input type="checkbox"/> Parental Leave <input type="checkbox"/> FMLA (if applicable)	
Leave Will be Taken in: <input type="checkbox"/> Intermittent Weeks <input type="checkbox"/> Consecutive Weeks	
Parental Leave Used:	FMLA Used (if applicable):
Total Leave Taken:	
Planned Start Date for Total Leave:	Planned End Date for Total Leave:

FMLA has federal eligibility and notification requirements separate from the state parental leave program.

FMLA eligibility will be evaluated by HR Benefits. If an Employee is eligible for FMLA, FMLA leave protection will be designated in accordance with the US Department of Labor laws and regulations and will run concurrently with PPL. This entitles eligible employees to to take up to 12 weeks of unpaid, job-protected leave specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Additional questions about how FMLA works with Paid Parental leave please email FMLA@ksu.edu

