



HUMAN RESOURCES DIVISION PARENTAL LEAVE REQUEST FORM

HR Use Only:

Begin PAF: _____

End PAF: _____

Employee Name _____ Date of Application _____

Mailing Address _____
Street/Box City State Zip

Home Phone _____ Office Phone _____

Division _____ Supervisor Name _____

Position Title _____

Have you completed six months of employment?

No Yes

Have you taken Parental Leave during the past 12 months?

No Yes If yes, when? _____

1. REASON FOR LEAVE

Select the reason for requesting Parental Leave:

- The birth or adoption of a child(ren)
- A newly appointed legal guardian
- Still or Live Birth
- Placement of a foster child(ren) limited to once per year

2. DATE OF EVENT: _____

3. HEALTH CARE PROVIDER'S CERTIFICATION

- I have completed and attached the certification
- I will provide the certification within 15 calendar days
- Not Applicable

3. LENGTH OF LEAVE REQUESTED

Select the type and length of Parental Leave requested:

Start Date _____ End Date _____

- Full-time leave
- Intermittent or reduced schedule leave*. List specific dates, times, or schedules you are requesting

**Employees needing an intermittent/reduced schedule must seek approval from the immediate supervisor, Section Head, Division Director, Deputy City Manager and Human Resources Director or designee located on page 2. Employees should make a reasonable effort to schedule the beginning and ending times of Intermittent Leave or Reduced Scheduled Parental Leave to not unduly disrupt the City's operations.*

Employee Acknowledgment

By signing below, I certify that I have read the City of Flagstaff Parental Leave Policy and that I agree to abide by the requirements of the Policy.

Employee signature: _____ Date: _____

Approval for Intermittent/Reduced Schedule:

Supervisor _____ Approved Denied – Reason: _____

Section Head _____ Approved Denied – Reason: _____

Division Director _____ Approved Denied – Reason: _____

Deputy City Manager _____ Approved Denied – Reason: _____

Human Resources _____ Approved Denied – Reason: _____