



Dane County Request for Paid Parental Leave

Employee's Name: _____
Employee's Department: _____
Expected date of qualifying event: _____
Date the Leave of Absence will commence: _____
Probable date of return to work: _____

Employee's Anticipated Use of Benefit Time During Leave of Absence:

Please use this space to describe how you intend to use PPL during your FMLA/other Leave of Absence. Please make sure to note any time in which you intend to work part time. (For example: Feb 1 to Feb 28 – 4 weeks (160 hours) PPL and March 1 to March 28 – work part-time (80 hours), use 80 hours PPL)

Acknowledgements:

1. Please read the Paid Parental Leave in the Employee Benefit Handbook.
2. I understand that a Leave of Absence Request must accompany this form. I understand that if I am eligible for FMLA, then I must submit an application for FMLA.
3. I understand that I must provide appropriate and timely documentation of the upcoming event with the Leave of Absence request. Forms of documentation include: a health care certification from a medical doctor, a certified copy of an adoption order listing the eligible employee as a parent, a certified copy of a foreign adoption order registered in the State of Wisconsin.
4. Eligible Employees must use all of their PPL within six months of the qualifying event. Any portion of the PPL remaining six months after the qualifying event is forfeited. The start date of an employee's PPL is at the employee's discretion, as long as the employee's PPL balance has not yet been forfeited.
5. All employees except those in 24/7 operated departments (Sheriff's Office, Badger Prairie, and Public Safety Communications 9-1-1) may use PPL intermittently. Employees in a 24/7 operated department may use PPL intermittently with the prior written approval of their supervisor.
6. All employees except those in 24/7 operated departments (Sheriff's Office, Badger Prairie, and Public Safety Communications 9-1-1) may use PPL in order to work part-time, if that is an arrangement that works for their family. Employees in a 24/7 operated department may use PPL to work part-time with the prior written approval of their supervisor.

Employee's Signature: _____

Date: _____

Supervisor's Approval (if necessary): _____