



Paid Parental Leave Request

Last, First (please print) _____ **Department** _____

Home Phone _____ **Child's date of birth/adoption** *(if child has not yet been born/adopted, please leave blank and notify HR of this date within 1 week of birth/adoption)*

Dates requested: Starting: _____ Ending: _____

The City of Missoula Paid Parental Leave (PPL) provides up to six-weeks or a maximum of 240 hours leave for eligible employees. Paid Parental leave is defined as "leave relating to the birth of an employee's child or the placement within an employee's home of an adopted child."

For eligibility detail see Paid Parental Leave policy in the Human Resources Policy Manual located on the City website at this link.

<http://www.ci.missoula.mt.us/331/Policies>

Paid Parental Leave must be taken continuously following the birth or adoption of a child. PPL is not to be used intermittently or on a reduced schedule. PPL will run concurrently with Family Medical Leave (FML) for employees eligible for the use of FML. Employees may use their accrued sick or vacation leave, or accrued compensatory time once Paid Parental Leave is exhausted.

Any requests for exceptions to the policy must be submitted in writing to the Director of Human Resources.

Employees must request the use Paid Parental Leave to their supervisor 30 days prior to the anticipated beginning of leave by submitting a Paid Parental Leave Request Form. In an unforeseeable or emergency situation, the employee must give notice as soon possible and practical.

If an employee fails to return to work at the end of their leave, the City may recover the value of Paid Parental Leave.

Employee's Signature _____ Date _____

Department Supervisor Approval _____ Date _____

Human Resources Approval _____ Date _____