



**APPLICATION FOR PAID PARENTAL LEAVE (PPL)
AAUP FACULTY ONLY
(Submitted at least 90 days in advance of PPL)**

Paid Parental Leave (PPL) is only available in cases where the AAUP-represented faculty member is the primary caregiver during the leave period. Please use this form to request PPL, certify primary caregiver status and to request Teaching Release*, if desired. A primary caregiver is defined as the individual who has primary responsibility for the care of a child following the birth or the child coming into the custody, care, or control of the parent for the first time. The definition applies to both births and adoptions. For additional information, see Article 19.5 of the collective bargaining agreement.

Individuals who do not qualify for PPL may be eligible for other types of Leaves as outlined in the AAUP Collective Bargaining Agreement.

SECTION A – Primary Caregiver Attestation	
Faculty Member Name (please print):	
Employee M#:	
College/Unit:	
By signature below I attest I will have primary responsibility for the care of my child during the PPL period requested. I understand that PPL is not available following the adoption of my spouse or partner's already-born child(ren).	
Signature	Date
SECTION B – PPL EVENT - please check applicable box.	
Birth of child (certification of health care provider submitted to the University)	<input type="checkbox"/>
Newly adopted child under 7 (documentation attached)	<input type="checkbox"/>
Newly adopted child over the age of 7 (documentation required)	<input type="checkbox"/>
Travel to take custody (documentation attached)	<input type="checkbox"/>
SECTION C – PPL and Teaching Release Dates/Semester Request	
PPL is to be taken in the semester of the birth/adoption or the next primary semester (or immediate next semester for 12-month faculty) and must be taken within 6 months of birth/adoption. In the case of dual appointed faculty, PPL must be taken within 12 months of birth/adoption.	
Anticipated date of delivery/adoption:	
Length of PPL requested (up to 6 weeks):	
Semester in which PPL is requested:	
Is teaching release* being requested:	YES NO
Signatures/Approval	
Academic Unit Head Approval:	Date:
Dean Approval:	Date:
Provost Office Approval:	Date:

- If requesting Teaching Release from classroom teaching duties, the Faculty Member must contact their Academic Unit Head (AUH) to discuss.