

# Paid Parental Leave Request Form

This form is only to be used by GTRI and Temporary Employees

In accordance with the Georgia’s Parental Leave law for state employees, the University System of Georgia (USG) provides up to a maximum of 120 hours of paid parental leave to eligible employees for qualifying life events.

Employee Name:	Employee ID:
Department Code:	Mail Code:
Email:	Contact Phone:
Supervisors Name:	Supervisor Email:

**INSTRUCTIONS:** To request Paid Parental Leave please return this completed form along with documentation of your qualifying event to the GTHR – Benefits Extended Leave Team. Completed forms may be delivered to the GTHR Benefits Extended Absence Team in two ways:

- Upload your documents to our confidential [Dropbox](#)
- Fax to your documents to our confidential fax at 404-894-5549

**LEAVE REQUEST INFORMATION:**

I am requesting Continuous Leave or  Intermittent Leave for the following dates:

Begin Date \_\_\_\_\_ End Date \_\_\_\_\_

**Based on the following qualifying event:**

- Birth of my child
- Placement of an eligible child with me for Adoption
- Placement of an eligible child with me for Foster Care

\*\*\*\*\*

**With my signature I acknowledge and attest to the following:**

- I understand that any unused portion of Paid Parental Leave will expire and will no longer be available for use 12 months after the qualifying event.
- Paid Parental Leave may be used for a continuous period or used intermittently and runs concurrently with unpaid leave under the [Family and Medical Leave Act \(FMLA\)](#).
- I will notify Georgia Tech Human Resources if I am approved for other benefits (i.e., Workers Compensation, Short- or Long-Term Disability, Social Security Insurance, Disability Retirement, etc.) prior to or after I begin receiving Paid Parental Leave.

- I acknowledge that I have read and understand the program provision as set forth in USG Human Resources Administrative Practice Manual (HRAP) on Parental Leave

---

Employee Signature

---

Date

---

Supervisor Signature

---

Date

Employees will be notified by email within 5 business days if they do not meet the eligibility requirements for Paid Parental Leave. Visit [hr.gatech.edu/paid-parental-leave](https://hr.gatech.edu/paid-parental-leave) to review requirements and frequently asked questions.

2/13/2023

2