



Intermittent (non-consecutive workday) Leave. “A bargaining unit employee shall be entitled to a maximum of thirty (30) days of parental leave...Such leave shall be taken consecutively, unless mutually agreed otherwise by the employee and the appropriate administrator. This leave shall commence within a one hundred and thirty-five (135) day period beginning sixty (60) days prior to the anticipated arrival date of a new child and ending seventy-five (75) days after the arrival of a new child.” (Article 23.4) **List schedule – must obtain Dean’s approval:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Leave Sharing. “When a faculty unit employee is eligible for a parental leave and his/her spouse or partner is also a faculty unit employee, one spouse/partner may donate all or part of his/her parental leave to the other spouse or partner with the approval of the appropriate administrator(s).” (Article 23.6.a) **Name spouse/partner, campus, and describe details of Leave Sharing – must obtain Dean’s approval:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Workload Reduction in lieu of parental leave. “Upon request of the faculty unit employee and approval of the appropriate administrator, a faculty unit employee with an academic year appointment may be given a reduced assignment over one academic term in lieu of a thirty (30) day parental leave, as follows: A workload reduction of forty percent (40%) (6 WTUs for one semester).” (Article 23.6.b) **Describe reduced assignment, academic term – must obtain Dean’s approval:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Section C: APPROVAL SIGNATURES**

<b>Signature of Applicant</b> [Forward to Department Chair/School Director]	<b>Date</b>
<b>Chair/Director/Supervisor (print)</b> [Forward to College Dean]	<b>Signature</b>
<b>Dean of the College (print)</b> [Forward to AVP for Faculty Advancement]	<b>Signature</b>
	<b>Date</b>

**Section D: LEAVE PLAN – to be completed by HR**

Benefits Representative \_\_\_\_\_ Date \_\_\_\_\_

Start Date	_____	End Date	_____	Leave Type	_____	Comments	_____
Start Date	_____	End Date	_____	Leave Type	_____	Comments	_____
Start Date	_____	End Date	_____	Leave Type	_____	Comments	_____
Start Date	_____	End Date	_____	Leave Type	_____	Comments	_____