



University Human Resources
Employee Tip Sheet

Requesting Parental Leave

Employee:

1. Before going out for the birth or adoption (under the age of six) of a child, employees should notify their department and/or supervisor.
2. Employees must be employed one year and are entitled to eight weeks of Parental Leave.
3. Parental Leave consist of the combination of sick, annual, personal, holiday, compensatory time, advance sick leave, extended sick leave, leave reserve fund, and parental leave.
4. Identify the specific dates the absence will begin and the probable return to work date.
5. Complete the Parental Leave Form and any supporting forms, such as the advance sick leave form, extended sick leave form, and leave reserve fund form and submit to your department/supervisor. All forms are located on the UHR website under leave forms: <http://uhr.umd.edu/forms/>

Employee's name, UId, Unit, Title, USM employment date, etc.

Total number of days needed

Submit to Department for completion of Part II

Date absence began and return to work date

Department to calculate the number of days needed to reach to eight weeks

Sign and Date

Department submit the completed form to UHR for approval

Supervisor:

1. You will receive instructions via email from UHR to set the employee's extended leave indicator to parental leave in PHR.
2. Should complete the employee's timesheet while the employee is out on Parental Leave ensuring that all personal accrued leave (annual, sick, personal, holiday, and comp) is used prior to using any other leave type associated with the parental leave absence.
3. Notify Christine Hottel at chottel@umd.edu or 301-405-2182 when the employee returns to work and to initiate the ASL pay back process (if applicable).
4. If applicable, ASL pay back begins the close of the pay period in which the employee returns to work.
5. The ASL pay back rate is one-half of the employee's annual and sick leave accrual rate, except for the final pay back deduction, which may be more than half.

For the complete policy on Parental Leave please visit: <http://www.president.umd.edu/policies/docs/VII-749A.pdf>