



PAID PARENTAL LEAVE – Authorization to Use Accrued Leave Credits

This authorization form should be completed by the employee to authorize the use of accrued leave credits during an approved parental leave. A completed form should be attached with the employee’s FMLA Leave Form(s), and submitted directly to the employee’s HR Department.

Name: _____
(Please print) (DSW ID Number)

Address: _____
(Street) (City, State, ZIP)

Department: _____
(Number) (Name)

Dates of Leave: From _____ through _____

Intermittent Leave: (Specify anticipated schedule) _____

Please check all that apply:

- I request to use the following accrued paid leave during my leave:
 - Vacation
 - Sick Leave*
 - Comp Time
 - Floating Holidays
 - Administrative/Executive Leave
 - Other: _____

I will not use any accrued paid leave during my leave

* Employees may retain 40 hours of accrued Sick Leave during the Paid Parental Leave eligibility period.

IMPORTANT NOTE: Employees on approved Parental Leave must first exhaust all accrued paid leave (e.g. sick leave, vacation, compensatory time, administrative or executive leave, floating holidays) before receiving any supplemental compensation. If an employee chooses not to exhaust these leaves, the total amount of the benefit for which the employee would otherwise have been eligible will be reduced by the amount of paid leave accrued by the employee as of the start of the leave, with the exception that employees may retain up to 40 hours of paid sick leave credits with no benefit reduction.

Signature: _____ **Date:** _____

Return this completed form with your Request for Leave and Leave Protections from to your department’s personnel representative.

cc: Official Employee Personnel Folder

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