



Paid Parental Leave Request

Employee Name: _____ Employee Title: _____ ID#: _____

Employee Phone #: _____ School/Department: _____ Supervisor: _____

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In accordance with the Georgia's Parental Leave law for state employees, Valdosta City Schools provides up to a maximum of 30 days of paid parental leave to eligible employees for qualifying life events. Policy Reference: Board Policy GARHB: Paid Parental Leave.

I am requesting Paid Parental Leave on a continuous ☐ or intermittent ☐ basis 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

By my signature on this form, I attest to the following:

I understand that I must be classified as full-time by the District and am eligible to participate in TRS or PSERS; and have six continuous months of employment with the Board, regardless of whether I am eligible for paid or unpaid leave under federal law. If I am paid on an hourly basis, I must have worked a minimum of 700 hours over the six-month period immediately preceding the requested paid parental leave date.

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.

I also understand that paid parental leave runs concurrently with leave for which I may be eligible under the federal Family and Medical Leave Act.

I also understand that, if I do not meet the eligibility requirements, I will be notified by Human Resources within 5 business days. If I am not notified, I should follow up with my Human Resources department.

I understand my unused paid parental leave shall have no cash value at any time of my separation from employment with the Board of Education.

Required supporting documentation of the qualifying event must be attached to this form.

Signature of Employee Date

Signature of Human Resources Director Date

☐ Approved ☐ Denied