

Parental Leave Form

Name: _____ Department: _____
Position: _____ Supervisor's Name: _____
 ○ Full-Time ○ Part-Time Work Location: _____
Hire Date: ____/____/____ Today's Date: ____/____/____
Personal Phone #: _____ First Day of Leave: ____/____/____
Personal Email Address: _____ Scheduled Return Date: ____/____/____

The White Earth Reservation Business Committee is now offering 6 weeks of paid parental leave for full time employees for the birth and care of a newborn child of an employee or for the placement with the employee of a child for adoption or the placement of a newborn up to age of 6 months into foster care. This includes maternity, paternity, or both for parents. Please refer to policy #510 in the employee handbook to review the full policy.

Eligible employees must meet the following criteria:

- Have been employed with the company for at least one year,
- Have worked at least 1,250 hours during the 12 months preceding the date leave would begin,
- Be a full-time employee

In addition, employees must meet one of the following criteria:

- Have given birth to a child
- Be a spouse or committed partner of a woman who has given birth to a child
- Have adopted a child or been placed with a newborn up to age of 6 months into foster care

The employee meets the following criteria:

- Employed with the company for a minimum of one year
- Has worked 1,250 hours during the 12 months preceding the date leave will begin
- Is currently a full-time employee

The employee meets the following criteria:

- Is the birthing parent
- Spouse of committed partner of a woman who is going to give birth to a child
- Adopting a child or being placed with a newborn up to age of 6 months into foster care

Leave of absence is the process required to request time off from work. Short-term disability is the benefit which pays an employee a percentage of their wages while medically unable to work. These two processes coincide, but one does not replace the other. We must track Leave of Absence for reporting purposes, as well as accuracy of benefits billing.

Benefits Personnel are in no way responsible for determining the eligibility for a disability benefit. We do play a role in the process of filing a disability claim, in that being; completing and returning the Employer Statement once received from Unum. Furthermore, if an employee neglects to communicate specific pieces of information to benefits personnel, this may interrupt the process of returning the Employer Statement to Unum.

We offer telephonic, web-based, mobile app, and manual form, claims options with Unum. The employee decides which method works best for them.

I have received, read, and understand all information pertaining to my Leave of Absence. I will communicate any updates involving my leave start/return dates to benefits personnel in Human Resources, and my direct supervisor in a timely manner.

Failure to communicate any changes regarding my scheduled return date and failing to return to work on time will result in voluntary termination. Failure to maintain benefit premiums may result in ineligibility of benefits.

Employee Signature: _____ Date: _____

Administrative Use Only

Benefits Associate: _____
Signature *Date*

Department Supervisor: _____
Signature *Date*

Divisional Director: _____
Signature *Date*

For Benefits Team Use Only

Supporting Documentation Received: Yes / No

Doctors Release Received: Yes / No (if applicable)

Actual Return Date: ____/____/____

Employee did not return, termination date: ____/____/____

