



Cornell University
Division of Human Resources

Medical Leaves Administration
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East Hill Office Building, Suite 102
Ithaca, NY 14850
Phone: 255-1136
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Email: ejd232@cornell.edu
www.hr.cornell.edu

Parental Leave Application

Employee Name _____ EMPL ID # _____

Title _____ email address: _____

Campus Address and Phone # _____

Department and Supervisor Name _____

Supervisor Signature and Phone # _____

Reason for request ___ birth ___ adoption ___ foster care 4Wks ½pay _____ 12Wks Unpaid _____

Requested Leave Start Date _____ **Requested Leave End Date** _____

Supplement Leave – for birth or adoption only (please check appropriate)

_____ yes _____ no If yes, with _____ vacation and/or _____ sick
_____ Additional information

For Department use only

Documentation attached _____ Actual start date _____ Return date _____

HR Online processed _____

Leave Provisions: Policy 6.9 Time away from work

<https://www.dfa.cornell.edu/policy/policies/family-leaves-nonacademic-staff>

1. You are eligible for Parental Leave if you have worked for the University for at least one year and have a total of 1,000 paid hours or more in the most recent twelve months.
2. Staff may take up to 16 weeks of Parental Leave in a 12 month period, which is measured looking back over a 365 day period immediately before the start of the leave, or any day during the term of the approved leave.
3. Parental leave may be taken at any time during the 12-month period, beginning with the birth of a child, commencement of the adoption process, or the placement of a child for foster care.
4. Parental leave may be taken by birth mothers and mothers of adoptive children, as well as fathers or same-sex partners of the family, and foster parents.

<NOTE>: Birth mothers generally receive half-pay from the Cornell Short-term Disability Plan during delivery and post-natal care for the period determined by their physician. This period of Short-term

Disability may reduce the 16-week Parental Leave period, so that the combined total doesn't exceed the 26 weeks of job protected leave allowed by policy.

5. Compensation during Parental Leave for parents of newborns and parents of adoptive children only:
 - a. During the term of the Parental Leave, the University will provide up to four weeks of half-pay.
 - b. This four-week period of half-pay must be taken consecutively and cannot be consolidated into a shorter period with a resulting greater percentage of pay, nor may it be used during a Short-term Disability Leave.

<NOTE>: The four-week, half-pay feature is available only to birth and adoptive mothers, birth and adoptive fathers, and similarly situated same-sex partners.
 - c. In addition, one staff member/ parent in an adoptive family will receive an additional two weeks of half-pay to assist them in the adoption process.
6. Staff members may also choose to use leave accruals in accordance with the "Use of Accruals" section below
7. Use this form to satisfy your department's need for a written request for Parental Leave. You should deliver this request form to your supervisor as far in advance of the requested leave as reasonably possible.
8. You may be required to provide documentation of the birth or adoption of your child. If you are applying for Parental Leave to care for a foster child(ren), you should present the order of custody to your supervisor.
9. Any approved Leave will be counted against your annual, federal Family Medical Leave Act requirement of 12 weeks of unpaid leave for this purpose.
10. While you are receiving supplemental pay on leave, your benefit program deductions from pay will continue.
11. If you do not supplement your leave with pay from accruals, OHR/ Records will bill you for your benefit program premiums. Caution: nonpayment of premiums will result in the cancellation of your Cornell health insurance or other programs. ***If you plan to use the full entitlement of 16 weeks of parental leave – you must have accruals to supplement the last 4 weeks of leave to cover your health insurance deduction in your pay check or you will be billed for the employee and employer portion of your health insurance.(*** Applies to Contract College employees only)
12. While on leave, you should maintain periodic contact with your department. Please discuss the frequency of this contact with your supervisor.
13. It is your responsibility to read Cornell University Policy 6.9 Time Away from Work and its accompanying guidelines for your further understanding of the conditions and requirements of the leave.

Use of Accruals:

A staff member may choose to use accrued vacation or health and personal leave to supplement all or part of a parental leave.

A copy of this form must be submitted to your supervisor.

Send original signed version to your Human Resources Department. If you need assistance or have questions about Parental Leave, you can contact Liz Dibble-Pompa at Medical Leaves Administration, Suite 102 East Hill Office Building, 395 Pine Tree Road, Ithaca, NY 14850; (607) 255-1136; ejd232@cornell.edu