



MIAMI-DADE COUNTY HUMAN RESOURCES DEPARTMENT

REQUEST FOR PAID PARENTAL LEAVE

| SECTION I: EMPLOYEE INFORMATION | | | |
|---------------------------------|-------------------|------------|--------------------|
| Last Name | First Name | MI | Employee ID Number |
| Job Title | | Supervisor | |
| Department | | Division | |
| Home Phone Number | Work Phone Number | Email: | |

| SECTION II: REASON FOR LEAVE |
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| <p>For the birth of your child or to care for your newborn child; (Birth certificate required when it becomes available) Date of birth: _____</p> <p>For the placement of a child with you for adoption or state-approved foster care; (Finalized Adoption agreement or letter from placement agency required) Date of placement: _____</p> <p>During the leave period, the employee shall be paid 100 percent of his or her base wages for the first two weeks, 75 percent of his or her base wages for the following two weeks, and 50 percent of base wages for the remaining two weeks.</p> <p>Employees shall be eligible to use any accrued leave in order to receive compensation up to 100 percent of base pay during the weeks reimbursed at the rates of 75 percent and 50 percent.</p> <p>In the comments section below, please explain the type of leave you would like to use to cover the periods not paid at 100 percent.</p> |
| <p>Comments:</p> |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <p>_____</p> <p>Anticipated Start Date of Leave</p> </div> <div style="width: 45%; text-align: center;"> <p>_____</p> <p>Anticipated End Date of Leave</p> </div> </div> |

| SECTION III: ELIGIBILITY |
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| <p>An active employee is eligible for paid parental leave provided that:</p> <ol style="list-style-type: none"> 1. You have been employed by Miami-Dade County for at least 12 months. 2. You are a Non-Bargaining Unit employee or covered by a collective bargaining agreement whose agreement explicitly provides for this benefit. |

| SECTION IV: CERTIFICATION | | | |
|--|-------------------|------------------|-------------|
| <p>An employee who takes paid parental leave must submit written certification of the need for such leave. Failure to provide the certification in a timely manner may result in a delay of approval of leave.</p> | | | |
| | Print Name | Signature | Date |
| Employee | | | |
| Department Personnel Representative | | | |
| Department Director | | | |

*Forward completed form with supporting documentation to Human Resources - Payroll and Information Management (PIM):
111 NW 1st Street Suite 2010 Miami, FL 33128