

## PAID PARENTAL LEAVE APPLICATION

Dartmouth College offers a paid parental leave benefit for regular benefits-eligible staff of up to 8 weeks. Parental leave may be taken immediately following birth, adoption, or foster placement or at any time during the first year of becoming a parent. Leave may be taken all at once, intermittently or on a reduced schedule basis, with department approval in coordination with HR. If approved, intermittent parental leave can be taken in no less than half-day increments.

To be eligible you must be employed at Dartmouth College at the time of the birth, adoption, or foster placement of a child under age 18 (over age 18 if the child is mentally or physically disabled).

Name: \_\_\_\_\_

Dartmouth ID#: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Dates of leave: \_\_\_\_\_

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Please note, if you have a change in your dates, please notify the Benefits department [Disability@dartmouth.edu](mailto:Disability@dartmouth.edu) as these are entered into payroll by our office. Thank you.