Instructions for filling out a Request for Postdoctoral Fellows Parental Leave

1. Employee Information Section

Please fill out all of the requested information. The contact information for the unit’s Payroll Reporter is required to process the leave request funding.

2. Parental Leave Benefits Application Section

Please consider how you would like to structure the leave. Some parents may wish to take eight weeks of full-time leave in order to bond with the new child and recover from childbirth. Others may wish to take the leave over sixteen weeks working half time. Still, others may prefer to split the time — perhaps taking six weeks of full-time leave followed by four weeks of half-time leave. If both parents are Postdoctoral Fellows at the University of Utah and eligible for leave, the leave may be taken concurrently or sequentially. Note that if a postdoc elects to take part-time leave, the time covering the parental leave will be paid centrally, while the time covering the working time will be paid from the postdoc’s usual funding source.

The Postdoctoral Fellow must work with their faculty advisor to create a written agreement describing the plan for leave. The agreement can be simple but should consider how ongoing responsibilities will be covered during the leave. Potential examples are below. While these written agreements provide an outline for how the postdoc will fulfill their responsibilities before and after the leave, it is important to recognize that the circumstances surrounding childbirth cannot be fully predicted nor controlled, and some flexibility may be required. The Postdoctoral Fellow and faculty advisor may consult the Office of Equal Opportunity and Affirmative Action and the Americans with Disabilities Act regarding the terms of the agreement. Please attach a copy of this agreement with the Leave Application.

**Written Agreement Example 1:** Dr. Postdoc is expecting a new baby on August 1, 2022. They will take eight weeks of full-time Parental Leave beginning two weeks prior to the expected birth (beginning on July 18, 2022, and ending on September 12, 2022). When Dr. Postdoc returns to work, they will resume all of their usual responsibilities (which could be listed here if desired).

**Written Agreement Example 2:** Dr. Postdoc is adopting a new child on August 1, 2022. They will take sixteen weeks of half-time Parental Leave beginning one week prior to the adoption (beginning July 25, 2022, and ending on November 1, 2022). During the half-time leave, Dr. Postdoc will be able to fulfill their regular teaching responsibilities. Dr. Postdoc will ensure that they continue to make progress on their research project during the leave, although this progress may be slower than usual. Dr. Postdoc will resume all of their regular responsibilities at the conclusion of this leave (responsibilities could be listed if desired and could also delineate which responsibilities will be curtailed during leave).

**Written Agreement Example 3:** Dr. Postdoc has been entrusted with a foster child placement as of August 1, 2022. They will take four weeks of full-time Parental Leave beginning immediately (August 2, 2022, through August 30, 2022) and an additional eight weeks of half-time Parental Leave beginning on September 28, 2022, and ending on November 23, 2022. During the four weeks of full-time leave, colleague Student has agreed to provide care for the research animals used in Dr. Postdoc’s research. (Outline any special care required by the animals). Dr. Postdoc will resume all of their regular responsibilities in the interim period (August 31, 2022, through September 27, 2022) and again at the conclusion of their leave (after November 23, 2022). During the half-time leave period, Dr. Postdoc will (outline responsibilities that they will carry out and which they will curtail during the part-time leave).

Note that academic units may provide Postdoctoral Fellows with more extensive benefits for parental or other family responsibilities, so long as similarly-situated Postdoctoral Fellows in the same unit are treated consistently and any more extensive benefits are not in violation of another University Regulation.
3. **Postdoctoral Fellowship Certification Section**

Under certain circumstances, externally funded postdoctoral fellowships may require a formal notification and approval from the funding agency for an extension beyond a standard duration, as required by the terms of the fellowship award. If you have an external Fellowship, please confirm that the Fellowship allows for Parental Leave and **attach a copy** of the Fellowship’s Parental Leave Policy.

4. **Postdoctoral Fellow Certification Section**

Please sign this certification, noting that you understand the statements. Note that if you are eligible for FMLA, this runs concurrently with the paid Parental Leave. At the conclusion of the paid Parental Leave, you may be eligible for additional unpaid leave through FMLA. To apply for FMLA leave, please contact HR (see [https://www.hr.utah.edu/absenceMgt/fmla.php](https://www.hr.utah.edu/absenceMgt/fmla.php)). Also, note that the leave should not start sooner than two weeks prior to the expected birth, adoption, or foster placement unless deemed medically necessary and that the leave should be completed no more than 12 months following the birth, adoption, or foster placement. Finally, note that Postdoctoral Fellows are entitled to return to their position at the end of the leave with the same rate of pay and benefits they would have had if they had not taken Parental Leave.

5. **Faculty Advisor and Department or Unit Chair/Head Acknowledgement Section**

Signatures from the Faculty Advisor and Department or Unit Chair/Head are required but do not provide final approval for the leave request.

6. **Office of Postdoctoral Affairs Approval & Routing Information Sections**

These sections are for Office of Postdoctoral Affairs use only, do not fill these out.