

Request for Parental Leave Form

Wellesley College's parental leave policy, for qualified faculty members, is designed to provide support to faculty who are the primary caretakers during the semester of or directly following the birth or adoption of a child, while at the same time causing the least disruption to the classroom. The full policy can be found on the College's website at the following URL: <http://www.wellesley.edu/provost/facinfo/parentalleave>. For the purpose of this policy, "primary caretaker" is defined as the person who consistently provides the majority of daily care to the newly born or newly adopted child (per our policy, only one parent may be designated as the "primary caretaker"). Even if a faculty member is not eligible for the paid benefits under the Parental Leave policy, s/he still may be eligible for unpaid leave under the Family and Medical Leave Act. Please consult with the Provost's Office to explore unpaid leave options.

If you are an eligible faculty member requesting parental leave, please complete the form below.

I, _____, am requesting parental leave in the following semester(s):

_____.

(If additional released time during the period immediately surrounding the birth is also being requested by the woman giving birth or the primary caretaker of a newly adopted child, please indicate this as well.)

_____.

I declare that I will be the primary caretaker of my child during the entire period of leave requested.

Signature: _____

Date: _____