

Parental Leave Employee Checklist for the Non-Birth Parent (Campus)

- **Request a leave of absence** by following your department's normal procedure for requesting a leave, providing as much advance notice as possible. If at least 30 days' advance notice is not possible, you must request leave as soon as you know you will need to be away from work.
- **Make a Workday request** (or work with your department to ensure a request is made on your behalf) for the entire period you are requesting to take off, including weekends. Use the "LOA – General Leave Request – Becoming a Parent" leave type for your request.
- **For employees who earn time off each month, review the [Shared Leave Program](#).** Eligible employees who wish to participate in the Parental Shared Leave Program, must:
 - Check the box on the attached Certification form, and
 - **Submit** a Workday request for the entire shared leave period you are requesting to take off, including weekends. Use the "LOA – Parental Shared Leave of Absence" leave type for your request.
- **Complete and submit** the attached form to hrleaves@uw.edu or via fax to (206) 685-0636. Once received, your Leave & Accommodation Specialist will review your request in conjunction with your rights under FMLA and the [Parental Leave Policy](#) (staff). You will receive an email designating your leave period.
- **Work with your department** to ensure time offs (unpaid time off, sick time off, vacation time off, parental shared leave, personal holiday, etc.) are applied to each regularly scheduled workday during your approved leave period. Check your employment program or collective bargaining agreement for eligible time offs.
- **Contact UW Benefits** to discuss health care coverage and/or new dependent information at 206-543-8000 or benefits@uw.edu.
- **Contact hrleaves@uw.edu as soon as possible if your leave dates need to be changed or adjusted, or if you have any additional questions.**
- **Access additional information and resources:**
 - [UW childcare resources](#)
 - [Expectant parent planning guide](#)

