

# MISSISSIPPI UNIVERSITY FOR WOMEN

## Paid Parental Leave Request Form for Primary Caregiver

Employees requesting Paid Parental Leave (PPL) must complete this form in its entirety, attach supporting documentation as appropriate (e.g., medical certification, legal), and submit to [hrinfo@muw.edu](mailto:hrinfo@muw.edu) or fax to 662-241-7616. PPL request forms should be submitted to Human Resources at least 30 calendar days prior to the beginning of PPL or as soon as reasonably practicable.

Employee Name: \_\_\_\_\_ Ph: \_\_\_\_\_ MUW ID: \_\_\_\_\_  
Dept: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
Reason for Request: Birth Expected Date of Birth  
Adoption Date of Placement Age of Child

**Caregiver Designation:** Primary caregiver means the parent who has the primary responsibility for the care of a child following the birth or adoption of the child. Only one parent can be the primary caregiver of the child at the same time.

1. Does your spouse work at MUW? 2. Are you the Primary Caregiver?

1. If both employed at MUW, only one may be designated as the primary caregiver for a given period.  
2. If yes, signing this form affirms you are the **Primary Caregiver** as defined by MS law, and either the child's biological or legal adoptive parent.

### Benefit Information:

- The University's PPL benefit enables an eligible employee, who is the primary caregiver, to receive six (6) weeks of paid parental leave compensated at 100% of the employee's regular salary to be used to care for a child after the birth or adoption of the child.
- Eligible employee means a person who has been employed by the State of MS or any agency, department or institution of the State for a minimum of twelve (12) consecutive months in a position for which they are compensated on a full-time permanent basis.
- Paid Parental Leave may be taken intermittently within twelve (12) weeks immediately following the birth or adoption of the child in whole or half day increments only.
- PPL may only be used once in a 12-month period measured backward from the last date of any previous PPL usage.
- PPL is in addition to other leave benefits available to state employees by state or federal law and is not counted against accrued personal leave or major medical leave.
- PPL runs concurrently with Family and Medical Leave Act (FMLA) where applicable.
- Legal state and federal holidays are not counted against PPL.
- PPL not utilized within the 12-week period will be forfeited. PPL may not be accrued, carried over, or used for retirement purposes and is not payable upon separation from State service.
- Employee may use up to six (6) weeks of earned major medical leave for the birth of the employee's biological child or adoption of a child after using authorized PPL.

Dates of Requested Leave: From: \_\_\_\_\_ To: \_\_\_\_\_

Do you plan to use additional medical, personal and/or leave without pay after PPL? Yes No

Please list: \_\_\_\_\_ (Employee is required to complete an Application for Leave for PPL and all other applicable leave requested to their supervisor. Additional FMLA documentation may also be applicable.)

Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

MUW Human Resources Verification of Eligibility			
Eligible	Ineligible	Verified by:	Date: