



Faculty Paid Parental Leave Request



FACULTY PAID PARENTAL LEAVE REQUEST

Log in to Workday. Enter “Create Request” in the search bar and select the task

Q create request

- Create Request Task
- Create Supplier Request Task
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Enter “Paid Parental Leave” in the ‘Request Type’ field, then click OK



Create Request

Request Type * Paid Parental Leave Request Form

Cancel OK

A sample of the form can be found on the next page. Complete the form by entering the requested information in the fields. Once completed, click Submit. When the request has been approved, you will receive a notification in Workday and via email.

FACULTY PAID PARENTAL LEAVE REQUEST

Full Name
(Required)

Title/Rank
(Required)

Department and College
(Required)

Please provide your Z-number (Required)

Work Email
(Required)

Contact Phone Number
(Required)

NOTE: Only 9-month UFF faculty who do not accrue annual leave and meet all other requirements specified in the FAU BOT / UFF Collective Bargaining Agreement are eligible to request paid parental leave. The requested leave period must conform to the dates of the academic semester.

Requested Semester of anticipated leave (e.g., Fall 2014)
(Required)

Anticipated date of triggering event (i.e., birth or adoption)
(Required)

Anticipated teaching load (number of courses assigned during the regular academic year by semester):
(Required)

Do you wish to stop your tenure clock?
(Required)

- Yes
 No
 N/A

By submitting this request, I certify that I have read and understand the **Paid Parental Leave for Faculty Program** ("Program") requirements in Article 17 of the FAU BOT / UFF Collective Bargaining Agreement and the Paid Parental Leave Procedures for 9-month UFF Faculty that includes, but is not limited to, the following terms:

- As a condition of participation, I agree that I will return to university employment for the minimum period required by the Program.
- Failure to comply with the requirement to return to employment following leave shall result in the requirement of repayment of all salary and benefits received during the paid parental leave.
- By participating in this benefit program, my tenure clock will not be stopped unless requested above.

Typing **"I ACKNOWLEDGE"** in the space below will indicate my express agreement and understanding of the terms of the Program.

(Required)



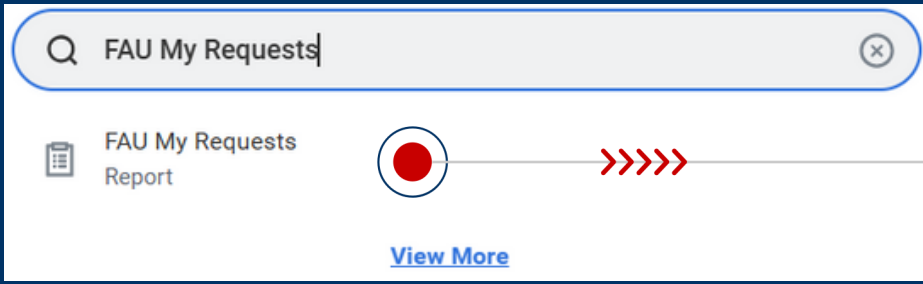


**To Cancel a Paid Parental
Leave Request**



FACULTY PAID PARENTAL LEAVE REQUEST

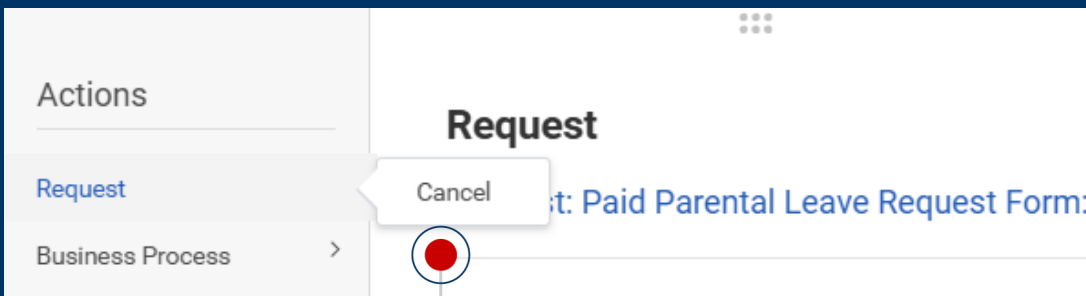
Log in to Workday. Enter "FAU My Requests" in the search bar and select the report



Find the request you'd like to cancel and click the twinkie icon



Request	Request Type
	Outside Activity Report (No Activity to Report)
	Outside Activity Report (No Activity to Report)
	Outside Activity Report (No Activity to Report)
Request: Paid Parental Leave Request Form:	Paid Parental Leave Request Form



Hover over 'Request' and select Cancel