



Paid Parental Leave Request Form

Today's date: _____ Employees Name _____

Department _____ Direct Supervisor _____

Work # _____ Home/Cell # _____

Projected Date of Birth or Placement for Adoption _____

I am requesting to use _____ weeks of Paid Parental Leave

Brief plan for leave:

Please see the back of this form for the PPL Policy

Employee Signature: _____ Date: _____

I have notified my departments timekeeper of this upcoming leave:

Supervisor's Signature: _____ Date: _____

For HR to complete:

Actual date of birth or placement for adoption _____ PPL ends _____

Is the employee Eligible for FML? _____ FML request Form completed? _____

UPDATED POLICY LANGUAGE RE: PAID PARENTAL LEAVE

Effective: February 20, 2019

405.10 PAID PARENTAL LEAVE (PPL)

1. Missoula County will provide Paid Parental Leave to eligible employees for parents to bond and care for a newborn child or a child placed for adoption. Requests to consider extenuating circumstances beyond this basis for PPL must be submitted in writing to the Director of Human Resources and will be considered on a case-by-case basis. Eligible employees are regular or probationary status employees employed at least 180 consecutive calendar days. In the event both parents, including established domestic partners, are employed by the same department, both may take PPL at the same time.
2. Eligible employees are entitled to a maximum of six continuous work weeks of PPL in a calendar year. The employee may choose to begin their six continuous weeks of anytime within the first 12 weeks of the birth or adoption of the child(ren). No employee may be absent on PPL for more than six calendar weeks in a calendar year, regardless of work schedule. For employees working part time with regular, irregular, or intermittent schedules, paid hours of PPL during the six-week period will be based on the average hours worked in the six weeks immediately prior to the date PPL is to commence. There is no limit on how many times an eligible employee may use PPL in the course of their employment.
3. In the event a PPL-eligible employee's child(ren) are placed in a NICU (neonatal intensive care unit), the employee will be allowed to begin the continuous six weeks of PPL when the child(ren) is/are released from the NICU even if their release from NICU is beyond 12 weeks after birth.
4. Requests to use PPL should be submitted in writing to the employee's supervisor and Human Resources Department with as much notice as possible. HR and the supervisor will work together to coordinate the use of PPL with other approved leave requests. When the eligible employee is utilizing PPL, it must be taken continuously, unlike FMLA which allows use of leave on an intermittent or delayed basis. PPL will count concurrently against Family and Medical Leave for employees eligible under FMLA. PPL must be exhausted before use of other paid leave or leave without pay. When a holiday falls during an employee's PPL the employee will be paid for the legal holiday instead of PPL.
5. An employee using PPL may not concurrently work any hours that would create an overtime obligation for the Employer.