



UNIV

## Paid Parental Leave for Faculty Request Form

### Section I: Information about Faculty Member

Last name \_\_\_\_\_ First name \_\_\_\_\_

GEMS employee ID# \_\_\_\_\_ Title/rank \_\_\_\_\_

Date of hire \_\_\_\_\_

#### Section IV: Only For Tenure-Earning Faculty

Tenure-earning faculty have the option to stop the tenure clock for one year by participating in this benefit program. Choose one item below:

- † Yes, my tenure clock is to be suspended. With this one-year extension, I will now be considered for tenure in fall of \_\_\_\_\_.  
(year)
- † No, I do not choose to suspend my tenure clock, and I opt out of this default clock suspension.

#### Section V: Only for Faculty Requesting Partial PPL

If you wish to take Partial Paid Parental Leave, you must provide:

- A legitimate education or student-related purpose (e.g. the teaching assignment is so unique that no adjunct is available; a student's dissertation defense has already been scheduled);
- A legitimate research purpose (e.g. a grant submission deadline for federal funding is approaching and the development of the grant proposal requires you to finish the proposal or work with the research team); or
- A legitimate clinical purpose (USF Health faculty only).

I wish to apply for Partial Paid Parental Leave on the following Partial PPL/Work FTE basis

- † 90/10 FTE
- † 80/20 FTE
- † 75/25 FTE
- † Other FTE: \_\_\_\_/\_\_\_\_ FTE

If selecting Other FTE, please describe work effort:

Reason for requesting Partial Paid Parental Leave:

#### Section VI: For All Faculty to Acknowledge and Sign

I have read and understand the Paid Parental Leave for Faculty Program Guidelines that include, but are not limited to, the following terms:

- As a condition of participation, I acknowledge that there is an expectation that I will return to university employment for at least one (1) academic year for faculty members with instructional responsibilities or for at least one (1) calendar year for faculty members without instructional responsibilities.
- Failure to comply with the terms set forward in this signed agreement may result in the requirement of repayments of salary received during the paid parental leave.
- To accept this benefit, I understand the university designates Paid Parental Leave as an FMLA event and requires that I submit the required FMLA documentation from my (or my spouse's) physician to the Central Human Resources (CHR), to ensure university compliance with federal rudiments.

