PARENTAL LEAVE PLAN

| Date: | | | | |
|--|-----------------------------|---------------------------------------|-----------------|-------------------|
| To: PERSONNEL/PAYROLI | _ FILE | | | |
| | | | | |
| From: | | | | |
| W | _ | _ | | |
| | Less than 8 hrs □80 h | rs. | 8 hrs □1 | 60 hrs. |
| PLANNED LEAVE Date | DATE EDOM | 5.55 | | |
| • | DATE FROM | DATE TO | | HOURS |
| SDI | /TO/ | • | | |
| FMLA ~ | /TO/ | | | |
| CFRA Elig. Y - N Hours | /TO/_ | | | |
| PFL Weeks | /TO/ | | | |
| Paid Parental Leave | /TO/ | | | |
| Parental Leave | /TO/ | | | |
| Sick Leave | /TO/ | | | |
| Vacation | /TO/ | | | ··· |
| Holiday Credit | /TO/ | | | |
| СТО | /TO/_ | | | |
| Personal Leave | /TO/ | ······ | | |
| Without Pay | /TO/ | | | |
| | | | | |
| ACTUAL LEAVE Date | | | | |
| | DATE FROM | DATE TO | • | HOURS |
| SDI | 77.01 | | | |
| FMLA < | /TO/ | | | |
| CFRA Elig. Y – N Hours | /TO/_ | | | |
| | /TO/ | · · · · · · · · · · · · · · · · · · · | | |
| PFL Weeks Paid Parental Leave | /TO/ | | | |
| Parental Leave | /TO/ | | | |
| Sick Leave | /TO/ | | | |
| /acation | /TO/ | | * | · · · - · · · · · |
| Holiday Credit | /TO/ | | | |
| CTO | /TO/ | | | |
| Personal Leave | /TO/ | | | |
| Vithout Pay | /TO/ | | | |
| | /TO/ | | | |
| have received a copy of the Agency | Policy regarding Parental I | eave Lunders | stand that proc | of of hirth or |
| doption must be submitted to the age | ency upon request. | s. t. ariagis | Jana triat prot | |
| | Initial | ls . | Date | |
| acknowledge that the Agency Policy | regarding Parental Leave of | contains eligibil | ity requiremen | ts and I am |
| ligible within the meaning of the police | y because I meet the emplo | oyee criteria ar | nd I have legal | and physical |
| ustody of the child within the meaning | g of the policy. | | | , , |
| invantage CF 1 | Initia | ls | | |
| ignature of Employee | <u> </u> | | | |
| ignature of Cr. Dannage 1.4. 1. | | | | |
| ignature of Sr. Personnel Analyst | | <u>-</u> | | |
| Canature of Assessed III | | | | |
| ignature of Accountant II | | · | | • |
| evised 4/2004 | | | | |
| 571360 4/4004 | | | | |