



City of Eugene Parental Leave Request Form - EPD

Most regular City of Eugene employees are entitled to twelve weeks of family or parental leave during any 12-month period, as provided under the federal Family and Medical Leave Act (FMLA) of 1993, and under the state of Oregon Family Leave Act (OFLA under ORS 659.010 and 659.121):

- FMLA regulations state that the employee must have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of leave;
- OFLA regulations state the employee must average 25 hours/week in previous 180 days for Family Leave (to care for themselves or a family member); or simply work 180 days for Parental Leave (for birth or adoption of child).

When Parental Leave (for birth or adoption of a child) is taken, employees may take intermittent leave, consecutive leave or work a reduced schedule *only with supervisory approval*.

The Parental Leave Request Form is used to identify the dates you are requesting for Parental Leave. Please complete the form and forward to your supervisor for approval.

Supervisors shall follow departmental procedures concerning this form. An approved copy of this form, along with a completed [Family & Medical Leave Information Form](#), needs to be sent to the Benefits Leave Team in the Employee Resource Center, 940 Willamette St., Suite 200, Eugene, OR 97401, by fax to 541-650-3032, or email to the [COE Benefits Leave Team](#).

Employee Name _____ Employee # _____

Department/Division _____

Parental Leave request information: Please give expected date of birth or adoption, and dates you are requesting to be on Parental Leave. All dates of leave should be identified in advance.

Expected date of birth or adoption: _____

Dates of leave requested: _____

Employee Signature _____ Date _____

Supervisor's Signature _____ Date _____

Additional Authorizing Signature (if necessary) _____ Date _____