Post Doctoral Fellow Request for Parental Leave

Notes for HRTC
Effective Date:
End Date:
Position Number:
Suffix:
JCRC: Other Paid Leave

Date: _____ Department: _____

Post Doctoral Fellow Name: _____ UNM ID: _____

Department Contact: _____

Leave Start Date: _____ Leave End Date: _____

Date of Birth/Placement in Home: _____

_____ _____
Faculty Signature

Additional Documentation:
Parental leave request must be accompanied by a departmental plan for covering the post doctoral fellow's duties during period of leave from Chair/PI. It must address the plan to mitigate impact to grantors, including grantor approval to fund paid leave request, if applicable.

Recommendations:

_____ _____ Approved ☐
Department Chair Date Denied ☐

_____ _____ Approved ☐
Dean/Designee Date Denied ☐

_____ _____ Approved ☐
Director of Postdoctoral Affairs Date Denied ☐

_____ _____ Approved ☐
Director of Faculty Academic Affairs Date Denied ☐