Parental Leave Planning Form for Academic Staff and Fixed Term Faculty
(Note: all of these personnel actions must be officially executed in EBS)

Name: 
Position: 

Department(s): 
College(s): 

Situation: New child(ren) under age six in the home? Yes  No
Date of child(ren)’s entry into the home:
Date of child(ren)’s birth:

Accommodation Period
• Taking Short-term disability leave? (applies to birth mother only) Yes  No  n/a
  o Dates of short-term disability leave?
  o Describe arrangements for the leave (e.g., course release, service suspended...)

• Taking Paid Parental leave? Yes  No  n/a
  o Dates of paid parental leave?
  o Is this leave being split with a partner who is an MSU faculty/academic staff member? Yes  No  n/a
  o Describe arrangements for the leave (e.g., course release, service suspended...)

• Taking unpaid FMLA leave to bring total leave up to 12 weeks maximum? Yes  No  n/a
  o Dates of unpaid FMLA leave?
  o Describe arrangements for the leave (e.g., course release, service suspended...)

Plan for semester following the parental leave. This should represent a return to the normal workload for the academic unit[s] in question.
 o Which semester? Fall / Spring of 20___
 o What courses are being taught?
 o What duties are being assigned (as part of a typical workload)?

For probationary continuing system appointments: are you requesting an extension of the probationary period? (Extensions must be requested of and approved by the Provost’s Office) Yes  No  n/a
 o Review year would have been: 20___ / 20___
 o Extension moves review year to be: 20___ / 20___

Dated Signature of academic staff or fixed term faculty member:

Dated Signature of department chair(s)/director(s):

Dated Signature(s) of dean(s):

Updated: 11-25-13