

PAID FAMILY LEAVE

Effective May 22, 2023

Paid Family Leave (PFL) provides eligible state employees with paid leave for bonding purposes following the birth or placement of a child for adoption. PFL is intended to help provide parents with the means to spend critical bonding time with the child. PFL is available for immediate use by qualifying employees. Full-time employees are eligible for up to 480 hours or 40 hours per week for up to twelve weeks. Part-time employees are eligible for PFL based on the FTE of their position. **Any hours of PFL not used during a week the employee takes PFL will be lost.**

Contact the Bureau of Human Resources with any questions.

Date: _____

EMPLOYEE PFL REQUEST:

Employee ID: _____

Name (please print): _____

Hire Date: _____

Department: _____

Employee Supervisor: _____

Date Leave will Begin (estimated): _____

I would like to request PFL for the following reason:

1. For the birth of child _____

2. For the placement of a child for adoption _____

Employee Signature: _____ Date: _____

BHR Approval: _____ Date: _____