SOUTH CAROLINA MILITARY DEPARTMENT Request For Paid Parental Leave

Name:				
Department / Coope	rative Ag	reement		
Qualifying Event:	Adop	Adoption (Child is under the age of 18)		
	Birth			
	Foster Placement (Child is under the age of 18)			
Date of Qualifying Ev	/ent:			
Status of Requester:				
Adoption		Primary Care Giver (6 weeks)		
		Non-Primary Care Giver (2 weeks)		
Birth		Birth Parent (6 weeks)		
		Co Parent/Non-Birth Parent (2 weeks)		
Foster Placement		Foster Parent (2 weeks)		
Adoption / Birth - Sta	ırt Date c	of PPL:		
Foster Placement –	Start Dat	te of PPL:		
I	f request	ted, Start Date of 2 nd Week of PPL:		
Is another State Emp	oloyee al	so taking PPL for this same Qualifying Event? _		
If "Yes", N	ame of S	State Employee:		
Agency w	here the	Employee works:		

<u>Initial</u>

I certify that I **have not** used any Paid Parental Leave in the preceding twelve (12) months of this request or for the qualifying event indicated on this request form.

I understand I am required to submit the supporting documentation within 30 days of the Qualifying Event in accordance with State Human Resources Policy #E24-104.04 (Paid Parental Leave).

I understand if the required documentation is not provided within thirty (30) days of the Qualifying Event or the submitted documentation does not provide the required information to validate the use of PPL, I will be required to substitute all other paid leave available and, if sufficient leave is not available, I will be placed on Leave Without Pay for the period I was absent from work.

I understand I may withdraw my request for Paid Parental Leave, in writing, through my Department Head/Program Manager to the State HRO at any time prior to the start of the Paid Parental Leave.

Employee Signature:		Date:		
Supervisor:	Recommend:	Approval	Disapproval	
Signature:		Dat	e:	
Department Head/Program Manager:	Recommend:	Approval	Disapproval	
Signature:		Date:		
Chief of Staff for State Operations:		Approved	Disapproved	
Signature:	Date:			

NOTE: The State HRO Leave and Accounting Clerk will enter all approved PPL into SCEIS.