



**MONTGOMERY COUNTY PUBLIC SCHOOLS
HUMAN RESOURCES DEPARTMENT
APPLICATION FOR EXTENDED PARENTAL LEAVE**

200 Junkin Street
Christiansburg, VA 24073
(540) 382-5100
fax # (540) 382-5106

INSTRUCTIONS: Employee complete Section I, then forward to Human Resources Department. A formal letter of request must accompany application.

NAME _____

DATE _____

POSITION _____

LOCATION _____

SECTION I

1. I wish to make application for parental leave covering the period from
 _____, 20____ to _____, 20____
Month Day Year Month Day Year

2. I wish to continue hospitalization insurance benefits. (For a maximum of one year. Premium assistance will not be available. Payment is required in advance, by the 15th of preceding month.)
 Yes_____ No_____

3. I wish to continue group life insurance benefits. (For a maximum of one year. Premium assistance will not be available. Payment is to be paid for the year in advance.)
 Yes_____ No_____

Employee Signature

Date

SECTION II

The above application for medical leave is APPROVED_____ DISAPPROVED_____

Signature of Superintendent or designee

Date

Policy: 5-7.5 (excerpt)

EXTENDED PARENTAL LEAVE

Upon request, a full-time salaried employee who is eligible for the Virginia Retirement System shall be granted a leave of absence without pay for the purpose of caring for a newborn or newly adopted child for a period encompassing the remainder of the school year during which the leave commences and which may be extended for one (1) contract year. Life and hospitalization insurance may be maintained during parental leave if the full premiums for these coverages are paid to the district by the employee. Parental leave is not to be used in conjunction with Family and Medical Leave.

Adopted: April 2004
Revised: August 2004