7 Lebanon St., Suite 203
Hanover, NH 03755
(603) 646-3588
Human.Resources.Benefits@dartmouth.edu

DARTMOUTH
Benefits Office, Human Resources

PAID PARENTAL LEAVE APPLICATION

Dartmouth College offers a paid parental leave benefit for regular benefits-eligible staff of up to 8 weeks. Parental leave may be taken immediately following birth, adoption, or foster placement or at any time during the first year of becoming a parent. Leave may be taken all at once, intermittently or on a reduced schedule basis, with department approval in coordination with HR. If approved, intermittent parental leave can be taken in no less than half-day increments.

To be eligible you must be employed at Dartmouth College at the time of the birth, adoption, or foster placement of a child under age 18 (over age 18 if the child is mentally or physically disabled).

Name:	
Dartmouth ID#:	
Email:	
Phone:	
Department:	
Supervisor:	
Dates of leave:	

Please note, if you have a change in your dates, please notify the Benefits department at Human.Resources.Benefits@dartmouth.edu as these are entered into payroll by our office. Thank you.