

## PAID PARENTAL LEAVE APPLICATION

Dartmouth College offers a paid parental leave benefit for employees. This 10-day paid leave may be taken immediately following birth or adoption or at any time during the first year of becoming a parent. Leave may be taken all at once, intermittently or incrementally with supervisor approval.

To be eligible you must be employed at Dartmouth College at the time of the birth or adoption.

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 [Disability@dartmouth.edu](mailto:Disability@dartmouth.edu) as these are entered into payroll by our office. Thank you.