



**PARENTAL BONDING LEAVE APPLICATION – GRADUATE EMPLOYEES (LOCAL 2110)**

**INSTRUCTIONS**

To request parental bonding leave under the Collective Bargaining Agreement between NYU and Local 2110, an eligible graduate employee must submit this Application to [PeopleLink](#), as appropriate, at least 30 days in advance of taking such leave, where practicable. Approval of requests for parental bonding leave requires that the graduate employee meet the eligibility requirements under the Collective Bargaining Agreement and satisfy any other requirements set forth in this Application.

Where the graduate employee meets these requirements, the employee may take up to six (6) weeks of paid parental bonding leave within 12 months following the birth of their newborn child or within 12 months of when a child is placed in their adoptive care, foster care, or legal custody.

**GRADUATE EMPLOYEE INFORMATION**

Graduate Employee Name: \_\_\_\_\_

University ID Number (*see back of NYU ID card*): \_\_\_\_\_

NYU Net ID: \_\_\_\_\_

**CURRENT APPOINTMENT INFORMATION**

School/Department(s): \_\_\_\_\_

Job Title(s): \_\_\_\_\_

Date(s) of Hire: \_\_\_\_\_

**PREVIOUS APPOINTMENT INFORMATION**

*(At least one appointment from a semester preceding the commencement of parental leave.)*

School/Department(s): \_\_\_\_\_

Job Title(s): \_\_\_\_\_

Duration of Appointment: \_\_\_\_\_

**DATES OF LEAVE REQUESTED\***

From: \_\_\_\_\_ To: \_\_\_\_\_

*\* Note: An eligible graduate employee must take parental bonding leave within 12 months following the birth of his or her newborn child, or within 12 months of when a child is placed in his or her adoptive care, foster care, or legal custody. In the event that an eligible graduate employee has given birth to a newborn child, if applicable, the six weeks of parental bonding leave will commence no earlier than after the conclusion of any paid sick leave or statutory short-term disability benefit provided to the graduate employee for the graduate employee’s own medical recovery following childbirth. Parental leave must be taken on a continuous basis and cannot be taken intermittently or on a reduced schedule.*



**GRADUATE EMPLOYEE’S CHILD INFORMATION\*\***

Name of Child: \_\_\_\_\_

Age of Child: \_\_\_\_\_

Date of Event: Birth: \_\_\_\_\_ Adoption: \_\_\_\_\_ Foster Care/Legal Custody: \_\_\_\_\_

*\*\*Note: An eligible graduate employee may only take one (1) 6-week parental bonding leave in a 12 month period and the graduate employee forfeits any leave not used in that period. In no case will an eligible graduate employee receive more than 6 weeks of parental bonding leave in a 12 month period, regardless of whether more than one birth, adoption or foster care placement occurs within that time frame.*

**REQUIRED DOCUMENTATION**

The employee must attach documentation to this Application to confirm the basis for parental bonding leave. Such documentation may include, but is not limited to, a child's birth certificate, hospital discharge papers (pending availability of a child's birth certificate), certificate of adoption or foster care placement, order of custody, marriage license or proof of registered domestic partnership, and/or other appropriate documents, as applicable.

**ADDITIONAL INFORMATION**

For more information on parental bonding leave, please review the Collective Bargaining Agreement between the University and Local 2110.

**CERTIFICATION**

**I certify that the above information which I have supplied is true, complete, and correct and that any false or misleading information may result in denial of leave and any further action deemed necessary by the University.**

Graduate Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICIAL USE ONLY:**

Approved by: HR Officer/Business Partner: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: Office of Employee Relations: \_\_\_\_\_

Date: \_\_\_\_\_