Parental Leave Planning Form for Academic Staff and Fixed Term Faculty
(Note: all of these personnel actions must be officially executed in EBS)

Name:

Position:

Department(s):

College(s):

Situation:  New child(ren) under age six in the home?  Yes  No

Date of child(ren)’s entry into the home:

Date of child(ren)’s birth:

Accommodation Period

• Taking Short-term disability leave? (applies to birth mother only)  Yes  No  n/a
  o Dates of short-term disability leave?
  o Describe arrangements for the leave (e.g., course release, service suspended...)

• Taking Paid Parental leave?  Yes  No  n/a
  o Dates of paid parental leave?
  o Is this leave being split with a partner who is an MSU faculty/academic staff member?  Yes  No  n/a
  o Describe arrangements for the leave (e.g., course release, service suspended...)

• Taking unpaid FMLA leave to bring total leave up to 12 weeks maximum?  Yes  No  n/a
  o Dates of unpaid FMLA leave?
  o Describe arrangements for the leave (e.g., course release, service suspended...)

Plan for semester following the parental leave.  This should represent a return to the normal workload for the academic unit[s] in question.

  o Which semester?  Fall / Spring of 20__
  o What courses are being taught?
  o What duties are being assigned (as part of a typical workload)?

For probationary continuing system appointments: are you requesting an extension of the probationary period?  (Extensions must be requested of and approved by the Provost’s Office)  Yes  No  n/a

  o Review year would have been:  20__ / 20__
  o Extension moves review year to be:  20__ / 20__

Dated Signature of academic staff or fixed term faculty member:

Dated Signature of department chair(s)/director(s):

Dated Signature(s) of dean(s):