



Certificated Human Resources  
 1301 North A Street  
 PO Box 8000  
 Lompoc, CA 93438  
 805-742-3280

**Request for Parental Leave  
 (AKA Child Bonding or Baby Bonding)**

NAME: \_\_\_\_\_

SITE: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

**Section 1 – Estimated leave dates:**

Your relationship to the child: \_\_\_\_\_  
*(Please note: verification of child's birth certification may be required)*

Estimated date of birth: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

Duration: *(Estimated dates only – subject to change per the birth date of child)*

1. Last Day of Work: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_
2. Last Day of Work: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_
3. Last Day of Work: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Total period of intended absence: Weeks: \_\_\_\_\_ Days: \_\_\_\_\_

**Section 2 – Please initial:**

\_\_\_\_ I acknowledge all available sick leave will be exhausted prior to receiving qualifying sub-differential pay.

***Please communicate your absences with your administrator. In addition, please be sure to coordinate with your site to enter your absences into the system. The absence reason: Baby Bonding should be used.***

**NOTES:**

*Up to 12 weeks may be used for Parental Leave (Baby Bonding) per CFRA qualifications. The leave may be continuous or intermittent. If you choose intermittent leave, the absence must be in increments of at least two (2) weeks duration. However, twice during the intermittent Parental Leave, you may report durations of less than two (2) weeks. Parental Leave is valid only during the first year following the birth/adoption of your child.*

If you have any questions, please do not hesitate to call Human Resources, (805) 742-3280.

Approved [ ] Denied [ ] Signature: \_\_\_\_\_ Date: \_\_\_\_\_