

Intermittent Paid Parental Leave Written Plan for
Adoption

Paid Parental Leave must be taken within 365 days of the qualifying event. Any Paid Parental Leave available to the employee after 365 days is forfeited.

I am requesting **intermittent** leave in connection with the placement of a child for adoption (Check all that apply; enter date(s) associated with intermittent leave type request)

I am requesting to use _____ days of intermittent leave for the following:

- Meeting with an attorney regarding the adoption of the child
Date(s): _____
- Hosting in-home visits necessary for the completion of the adoption
Date(s): _____
- Attending judicial proceedings regarding the adoption of the child
Date(s): _____
- Attending counseling sessions regarding the adoption
Date(s): _____
- Submitting to a physical examination regarding the adoption of the child
Date(s): _____
- Traveling to another country to complete an adoption
Date(s): _____
- Leave for bonding purposes
Date(s): _____
- Other: _____
Date(s): _____

Employee Printed Name

Employee Signature

Date

Superintendent or Designee Signature

Date