



Paid Parental Leave (PPL) Request Form

Employee Name		8-Digit Personnel Number	
Work Phone Number		Date of Child's Birth/Placement If uncertain, please estimate.	
Personal Phone Number		PPL Start Date Must be on or after birth/placement date.	

QUALIFYING EVENT

Birth (Birthing Parent) - I will give birth or have given birth to a biological child. *(six continuous weeks of PPL)*

Birth (Non-Birthing Parent) - I am the non-birthing/co-parent of a biological child. *(two continuous weeks of PPL)*

Adoption (Primary Parent) - I am primarily responsible for furnishing the care of a child legally placed in my care for adoption. *(six continuous weeks of PPL)*

Adoption (Co-Parent) - I am a co-parent (not primarily responsible) for furnishing the care of a child legally placed in my care for adoption. *(two continuous weeks of PPL)*

Foster (Continuous) - I am fostering a child in state custody. *(two continuous weeks of PPL)*

Foster (Non-Continuous) - I am fostering a child in state custody. *(two separate, one-week increments of PPL)*

ELIGIBILITY

Select a response (yes, no, or not applicable) for each of the following:

- ▼ My planned PPL dates occurred or will occur within 12 months after the qualifying event above.
- ▼ The event above and my planned PPL dates occurred or will occur during my State of SC employment.
- ▼ I have previously taken PPL at SCDPS or another State of SC agency/institution prior to this request.
- ▼ My planned PPL dates began or will begin at least 12 months after my previous PPL ended.

ACKNOWLEDGEMENTS

By signing below, I certify that the information provided above is accurate. Falsification of information may lead to disciplinary action up to and including termination.

I understand that I must submit at least one (1) form of supporting documentation (birth certificate, custody order, certified DNA results, legal placement agreement, etc.) to the Office of Human Resources (OHR) within thirty (30) days of starting Paid Parental Leave to verify the qualifying event. I understand that OHR has the right to request additional documentation before eligibility and/or approval for PPL are determined. Failure to provide sufficient documentation in a timely manner may prohibit approval.

I understand that, if granted, Paid Parental Leave will be paid at one hundred percent (100%) of my base pay and will not include any additional pay (ex: temporary salary adjustments, special assignment pay).

Employee's Signature

Date