Yale University

INSTRUCTIONS: Review the Leaves Policy and submit this form prior to initiating a Leave of Absence transaction in Workday. International Appointees must inform their OISS advisor of any leave.
Email the completed form to: *postdoc.affairs@yale.edu.*

Appointee Information

Last Name: _____

Academic Department / Unit: _____

First Name: _____

Faculty Mentor Name: _____

Title: ◯ Postdoctoral Fellow   ◯ Postgraduate Fellow

*Parental leaves for Postgraduate Fellows should be discussed with Postdoctoral Affairs prior to completing this form.

Type of Leave: ◯ **Parental** Birth or adoption of a child.

◯ **Medical** Care of family members for reasons other than Parental leave.

◯ **Caregiver** Care of family members for reasons other than Parental leave.

◯ **Other**. State the reason: _____

Leave Start Date: _____   Leave End Date: _____

Appointee Acknowledgement - Complete ONLY if requesting **Parental** leave.

I, the appointee who is requesting the leave, certify that I assume significant and sustainedresponsibility for the care of a newborn or newly adopted child; I am expected to be the caregiver at least half-time during normal working hours throughout the period of the leave. I confirm this request is in alignment with leave policies for my fellowship.

Appointee's Signature: _____   Date: _____

Departmental Acknowledgment

Once the leave of absence form is approved by Postdoctoral Affairs, enter the leave into Workday using the guide entitled *Leave of Absence: Non-Academic (Time Off)*. To end a leave of absence, you must return the individual from leave in Workday and enter a return-to-work date (refer to the guide). Entering an estimated date of return does not automatically return the individual from leave status.

Business Office Representative Name: _____   Date: _____

For Postdoctoral Affairs use only

◯ Approved   ◯ Not Approved   Signature: _____   Date: _____