

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 sustained responsibility 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: