

INSTRUCTIONS: Please submit this Adobe Acrobat Form prior to initiating a Leave of Absence transaction in Workday. Send the form to Postdoctoral Affairs via email to *postdoc.affairs@yale.edu*.

1. Appointee Information

Last Name: Department:
First Name: Faculty Mentor Name:
Title: Postdoctoral Associate Postgraduate Associate
Postdoctoral Fellow Postgraduate Fellow

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

Type of Leave: Parental (maternity or paternity). For the birth or adoption of a child.
(first 8 weeks are paid; subsequent leave is unpaid)
Caregiver. For the care of family members for reasons other than Parental leave.
(unpaid)
Other. State the reason:
(unpaid)

Leave Start Date: Leave End Date:

2. Parental Information - Complete ONLY if requesting Parental leave

I, the postdoctoral appointee who is requesting the leave, certify that I assume significant and sustained responsibility for the care of a newborn or newly-adopted child and am expected to be the caregiver at least half-time during normal working hours throughout the period of the leave.

Appointee's Signature: Date:

3. 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). Please remember that entering an estimated date of return does not automatically return the person from leave status. In order to end a leave of absence, you must return the person from leave in Workday and enter a return to work date (using the same guide mentioned above).

Business Office Representative Name: Date:

For Postdoctoral Affairs use only
Approved Not Approved Signature: Date: