

Annual Leave Request for Child Care Purposes

Annual Leave request for time to be used AFTER the Paid Parental Leave

This is to inform you that you may request to use your accrued annual leave for Child Care purposes immediately following the 8-week paid Parental Leave entitlement. This request must be approved by your supervisor.

Dates of Leaves will be determined upon receipt of all completed applications. Confirmations will be provided to you.

I have read and understand the above statement.

Signature _____ Date _____

Intended date of return:

Please complete and return this form with appropriate approvals within 15 days of receipt to Donna Katz, Office of Human Resources, 135 East 22nd Street, New York, NY 10010.

Employee Name (Print)	CHAIR/Department Head Approval	Date
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Title	DEAN Approval	Date
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Department	PROVOST Approval	Date
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