



Policy:	Paid Parental Leave	Policy Reference and Revision Number:	HR 026a Rev 000
Department:	Human Resources	Effective Date:	01/01/2021
Authorized By:	SVP Human Resources	Page:	Page 1 of 1

Parental Leave of Absence Request Form

BWC Terminals, will provide up to six (6) weeks of paid parental leave to employees following the birth of an employee’s child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable.

Please note:

- The employee will provide Human Resources (HR) with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.
- Employees returning from parental leave must contact HR at least one week in advance of the projected return date.

To be completed by the employee:

Date of request: _____ Employee name: _____ Date of hire: _____
 Department: _____ Job title: _____
 Employee status: () Exempt () Nonexempt () Full time
 Requested leave dates (mm/dd/yy): _____ to _____

I have read and fully understand the information contained in BWC Terminals leave of absence policy.

 Employee signature Date

To be completed by HR

Leave request is: _____ Not approved: _____

If not approved, provide an explanation: _____.

Human Resources signature: _____ Date: _____

Employee’s last day worked: _____ Employee’s return-to-work date: _____

BWC Terminals Human Resources policies are subject to modification or revision in part or in their entirety to reflect changes in conditions after the effective date of the policy. Modifications or revisions will be made as soon as administratively feasible but will not delay the impact of any such changes.