

**Claremont McKenna College  
Paid Parental Leave Policy for Faculty  
Application for Standard or Enhanced Paid Parental Leave**

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Estimated date of birth or arrival of child:** \_\_\_\_\_

**Paid Parental Leave Option (Check One):**

*Standard Parental Leave*

Up to a one-course reduction.

*Enhanced Parental Leave\**

Up to a two-course reduction.

**Semester Requested (Circle One):**

**Fall**

**Spring**

- Please select the semester **of** the birth or adoption event when such birth or adoption event occurs during the first six weeks of a teaching semester;
- Please select the semester following the birth or adoption event when such event occurs during the last six weeks of a teaching semester or during a semester break; or
- If the birth or adoption event is expected to occur more than six weeks after the beginning of a teaching semester and more than six weeks prior to the end of a teaching semester, the faculty member has the option of selecting **either** the semester of the birth or adoption event **or** the subsequent semester.
- For the purposes of this Policy, each "teaching semester" shall run from the first day of classes through the last day of examinations.

**Alternative Arrangements:**

If you need to discuss potential alternative arrangements, please schedule a meeting with the Dean of the Faculty.

**\* Please note that a faculty member requesting an Enhanced Paid Parental Leave would normally be the primary care giver for at least thirty hours during the work week during the hours from 8 a.m. to 7 p.m., Monday through Friday. An Enhanced Parental Leave is not intended for parents whose newborn or newly adopted child is cared for primarily by either a spouse/partner and/or a childcare provider.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Dean of the Faculty's Office