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 caregiver 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