

Paid Parental Leave Request Form

On May 16, 2023, Session Law 2023-14 (Senate Bill 20) became law. Part V of this legislation created a new statute (G.S. 126-8.6) that mandating paid parental leave applicable to “employees of State agencies, departments, and institutions, including The University of North Carolina; to public school employees; and to community college employees.”

Full- and part-time employees (regardless of if they work half-time or not) in permanent, time-limited or probationary appointments would be eligible. Temporary employees are not eligible for paid parental leave.

The temporary rules also require an employee who takes paid parental leave at the time of a qualifying event to have 1) been employed without a break in service for the immediate 12 preceding months; and 2) to have been in pay status for at least 1,040 hours during the previous 12-month period. The total leave allowed is 8 weeks (320 hours).

Name: _____

Dates Used: _____

Total Hours Taken: _____

Employee Signature: _____

Supervisor Signature: _____