



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

Paid Parental Leave (PPL) Request Form

Identifying Information

Employee name

Phone number

Email addresses

Name of organization (bureau, office, division, branch, etc.)

Plans for Substituting Paid Parental Leave (PPL) for FMLA Leave

Reason FMLA leave is being requested:

Birth of a child

Placement for adoption

Foster care placement

Anticipated

Actual

Date of birth or placement

Date use of PPL begins

Date use of PPL concludes

Date of planned return to duty
(after use of other types of leave)

Requested method of using PPL:

Continuous use

Intermittent use*

*Reason(s) intermittent leave is being requested:

*Describe plans for using PPL on an intermittent basis:

Employee Certifications (initial each box)

I attest that PPL is being taken because of the birth of my child or because of placement of a child with me for adoption or foster care and that the PPL will be used in connection with my fulfillment of my parental role to care for and bond with the child.

I will provide documentation to support this request.

I acknowledge and understand the consequences of providing a false certification (e.g., the possibility that my bureau/office could pursue appropriate disciplinary action, up to and including removal from Federal Service, or make a referral to a Federal entity that investigates whether conduct constitutes a criminal violation).

If I provided an anticipated date of birth or placement, I will notify my bureau/office as soon as practicable of the actual date.

I attest that I am entering into the required work obligation agreement.

I hereby certify that all statements made in this application are true and correct to the best of my knowledge and belief.

Employee's Signature

Date

Official Action on Request:

Approved

Disapproved

Supervisor's Signature

Date