

**Human Resources Policy #304  
Procedure #304A  
Intermittent Parental Leave Request – Form A**

FMLA and PLO provide for protected leave for a parent to bond with a child in the first year after birth, adoption or placement of a foster child.

Generally, employees may take up to twelve (12) weeks of leave in a 12- month period for this qualifying event. In accordance with current law, qualified FMLA and PLO leave will run concurrently.

Leave must be requested through the Washington County Leave Administration procedures outlined in Procedure #304A and may be taken continuously, in one or more periods of time within the first 12 months, or intermittently, in full day increments.

The entire intended schedule of leave is to be outlined when the initial leave begins. It is understood that changes may be necessary based upon an estimated due date or placement date, but the goal is to have a schedule in place. Employees may be asked to schedule leave periods so that it does not unduly interfere with County operations.

Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Department: \_\_\_\_\_

Personal Email: \_\_\_\_\_

Child's birth date or placement date of adoption or foster care: \_\_\_\_\_

**Proposed schedule:**

Acknowledged by:

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

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

Submit form to [HRLeaveAdministration@washingtoncountyor.gov](mailto:HRLeaveAdministration@washingtoncountyor.gov)  
When fully signed and prior to the start of leave.