

University of Louisville

Parental Leave Policy

Department Request for Reimbursement of Funds

Please do not request reimbursement until after the leave has occurred and the parental leave time has been taken.

The University of Louisville Parental Leave Policy allows regular full-time faculty and staff to receive six weeks of paid leave for the birth or adoption of a child. The first three weeks of parental leave are charged to the home department. The second three weeks of parental leave are initially charged to the home department and then reimbursed from the University's Health & Wellness program budget.

This section to be completed by Department

Employee Name		Employee ID
Start Date of Leave	End Date of Leave	
Regular Weekly Salary \$	Total Reimbursement Request \$	
List All Speedtypes		

UBM Signature	Date
Printed Name	Title

Please email completed form to hrfiscal@louisville.edu or fax completed form to 852-5665.

Questions may be directed to Melody Fleenor at 852-8682