Applying for Parental (Maternity) Leave

**EMPILOYEE**

**BIRTH PARENT**
- Notifies Principal/Supervisor of dates for Extended Leave of Absence
- Completes Form A
- Gives Health Care Provider appropriate medical form
- Secures Substitute, if required

**NON-BIRTH PARENT**
- Notifies Principal/Supervisor of dates for Extended Leave of Absence
- Completes Form A
- Provides Child’s Proof of Birth or Birth Certificate, or Family—Certification of Health Care Provider

**LEAVES OFFICE**
- Processes and mails approved/denied leave letter to employee’s home address
- Copy sent to Principal/Supervisor

**PRINCIPAL/SUPERVISOR**
- Applies correct Leave of Absence Code for Payroll reporting
- Tracks FMLA Usage

**SECRETARY**
- Applies correct Leave of Absence Code for Payroll reporting
- Tracks FMLA Usage

**HEALTH CARE PROVIDER**
- Employee—Certification of Health Care Provider
- Family—Certification of Health Care Provider

**EMPLOYEE**
- Calls to schedule an afternoon reinstatement appointment
- Provides Proof of Birth or Medical Clearance at end of leave

**EMPLOYEE**
- Returns original completed forms to Leaves Office 30 days prior to extended leave start date.
- In Person:
  6400 Uptown Blvd. NE
  Suite 210 East Tower
- By Mail:
  HR-Leaves Office
  P. O. Box 25704
  Albuquerque, NM 87125

**QUESTIONS**
- Extended.Leaves@aps.edu
- (A-L) 889-4886
- (M-Z) 889-4865

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