

# MATERNITY / PARENTAL LEAVE REQUEST FORM

**Human Resources**  
 507 Pigiavik  
 1125 Colonel By Drive  
 Ottawa, ON Canada K1S 5B6  
 Tel: (613)-520-3634  
 Fax: (613)520-4464  
[humanresources@carleton.ca](mailto:humanresources@carleton.ca)  
[www.carleton.ca/hr](http://www.carleton.ca/hr)

APPLICANT INFORMATION:			FOR SHARED FTE'S
NAME:	EMPLOYEE ID:	DEPARTMENT 1:	FTE:
		DEPARTMENT 2:	FTE:
		DEPARTMENT 3:	FTE:

APPLICABLE FORMS TO ATTACH:	
<input type="checkbox"/> Medical certificate with due date	<input type="checkbox"/> Registration of birth (second parent) <input type="checkbox"/> Certificate of adoption

ANTICIPATED LEAVE DATES:	
Start date:	End date:

**Please note:** For maternity and parental leave, the signatures below represent acknowledgment and not approval. Final confirmation will be issued directly by Human Resources before the start of leave.

**REQUESTED BY:** \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_  
 Department head (print name) (signature) (date)

\_\_\_\_\_  
 Department (2) head (print name) (signature) (date)

\_\_\_\_\_  
 Department (3) head (print name) (signature) (date)

Please, submit the completed and signed form to Human Resources for processing ([humanresources@carleton.ca](mailto:humanresources@carleton.ca))

Academics **must** submit a copy of the completed form to the Executive Assistant / Admin. Officer / Faculty Coordinator in your Faculty Dean's Office.

The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA), R.S.O. 1990, c.F.31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant provides express written consent. If you have any questions about the collection and use of personal information by Carleton University, please contact the Manager, Privacy & Access to Information, by phone at 613-520-2600 ext. 2047 or by e-mail via [University\\_Privacy\\_Office@carleton.ca](mailto:University_Privacy_Office@carleton.ca). Carleton University is fully compliant with FIPPA and endeavours at all times to treat your personal information in accordance with this law.