



Family Formation Leave Application

Eligibility: Must be a full-time academic appointee with at least one year of continuous full-time service in an eligible position (visiting, adjunct, part-time, post-doctoral, and intermittent appointees are not eligible for family leave). A paid leave is available twice in a five-year period for any combination of family formation and family support leave. Leave period shall not exceed twelve (12) weeks.*

Name: _____ Department: _____ University ID: _____

Requesting family leave of absence for the period _____ to _____

Leave will be partial. Partial leave form attached.

For the purpose of family formation, which includes birth or adoption of a child by the academic appointee or the academic appointee's spouse or domestic partner. The leave must be concluded within six (6) months of the birth or placement of adopted child.

**If leave is also being requested due to child birth, the full-pay medical leave plan (six week full pay) may be combined with the paid family leave for a total of 18 weeks, providing that the birth occurs while on paid contract.*

Anticipated date of birth or physical custody of adopted child _____

I am pre-tenure, tenure-track faculty member, or librarian. I **accept** a one-year extension of the tenure probationary period. I understand that I may also apply for tenure at the original time.

OR:

I am pre-tenure, tenure-track member, or librarian. I **decline** a one-year extension of the tenure probationary period.

Please note: *If a user initiates an Adobe Digital Signature for a field below, the form will be locked and no longer allow edits or additions in the fillable fields. A typed name is sufficient for Office of Academic Affairs files.*

_____ Applicant Signature

_____ Date

_____ Chair/Supervisor Signature

_____ Date

Human resources staff: Attach signed copy to eDoc for leave. Contact the Office of Academic Affairs at acadhr@iupui.edu with any questions.