

# THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON, DC

## DC PARENTAL LEAVE REQUEST FORM

The university follows the District of Columbia Parental Leave Act which provides an employee who is a parent, guardian, custodian, aunt, uncle, grandparent, or spouse or domestic partner of any of the aforementioned, with a total of 24 hours of unpaid leave during a 12 month period to attend or participate in school-related events for his or her child. A school-related event is an activity sponsored by either a school or an associated organization such as a parent-teacher association. An employee should submit a written request for DC Parental Leave at least 10 calendar days in advance of the leave unless the need for parental leave could not be reasonably foreseen. DC Parental Leave is unpaid leave however an employee may elect to use his/her accrued annual paid time off for these school related events.

### HOW TO APPLY FOR DC PARENTAL LEAVE

#### For those employees who work primarily in DC:

Please call The Standard, GW's leave administrator at 855-554-2918 at least 10 calendar days in advance of the leave.

#### For those employees who work primarily outside of DC:

Please complete the D.C. Parental Leave request form, forward to your HR representative for sign off, and return to Benefits Administration at least 10 days in advance of the leave.

Benefits Administration  
45155 Research Place, Suite 160  
Ashburn, VA 20147  
Fax: 571-553-8385  
Email: [benefits@gwu.edu](mailto:benefits@gwu.edu)

#### Employee Information

Employee Name (printed or typed)

Leave Date(s)

GWID

Hours of leave, if less than a full day

Employee Signature

HR Representative Name (printed or typed)

Date

HR Representative Signature

Pay Status (please check one):  Unpaid  Paid (using annual time)\*

Approved  Not approved Reason not approved: \_\_\_\_\_

\*HR representative: Please forward a copy of this request form to the employee's time keeper to ensure accurate leave records are maintained and time off requested has been submitted during payroll processing.