

# DECLARATION OF RELATIONSHIP

For employees who did not qualify for, or have exhausted, Family and Medical Leave (FML) and are requesting non-FML parental leave or leave to care for a family member.



This form should be completed by the employee when the employee requests non-FML leave:

- to care for a family member with a serious health condition; or
- for parental leave.

**Please note:**

- This declaration is for administrative purposes only and does not establish benefits eligibility for the family member.
- The University may ask for reasonable documentation to confirm the family relationship referenced below.

EMPLOYEE'S NAME (Last)	(First)	(Middle Initial)
EMPLOYEE'S DEPARTMENT		

### FOR REQUESTS FOR LEAVE TO CARE FOR A FAMILY MEMBER WITH A SERIOUS HEALTH CONDITION:

I am requesting leave to care for: \_\_\_\_\_

who is my: \_\_\_\_\_ and has a serious health condition.  
*[specify relationship with the employee]*

This leave may be taken to care for the employee's **spouse, domestic partner, child or parent.**

**Please note:**

- "Child" means a biological, adopted, step, or foster child of the employee or a legal ward of the employee.
- "Child" also means a child to whom the employee stands *in loco parentis*, meaning that the employee has day-to-day responsibilities to care for or financially supports the child.
- The child must be under 18 or incapable of self-care due to a mental or physical disability.
- "Parent" means a biological, adopted, step, or foster parent.
- "Parent" also means a person who stood *in loco parentis* to the employee when the employee was a child, meaning that the person had day-to-day responsibilities to care for or financially supported the employee when the employee was a child.
- "Parent" does not mean a parent in law.

### FOR REQUESTS FOR PARENTAL LEAVE:

I am requesting parental leave to bond with my newborn child, \_\_\_\_\_  
whose birth date was: \_\_\_\_\_ or is anticipated to be: \_\_\_\_\_

**OR**

I am requesting parental leave to bond with: \_\_\_\_\_  
a child who was or will be placed in my care on: \_\_\_\_\_

This leave must be taken within 12 months of the birth or placement of the child with the employee, as applicable. If leave is being taken in connection with the adoption or foster placement of a child, the employee may use this leave before the actual placement or adoption if the employee's absence from work is required for the adoption or foster care placement to proceed.

**Please note:**

- "Child" means a biological, adopted, step, or foster child of the employee or a legal ward of the employee.
- "Child" also means a child to whom the employee stands *in loco parentis*, meaning that the employee has day-to-day responsibilities to care for or financially supports the child.
- If the child is not yet named, some description of the child should be included.

### SIGNATURE

**I Certify that the foregoing is true.**

EMPLOYEE SIGNATURE	DATE
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