

Following proper notice to the supervisor, an eligible employee who plans to use paid birth recovery leave should complete a Request for Paid Birth Recovery Leave form (**form in development*). The request will be routed to Human Resources who will, in turn, provide instructions for next steps to include Family and Medical Leave (FMLA) request forms to be completed by a medical provider.

Eligible employees who make application for paid birth recovery leave will be required to provide the following documentation:

- Completed Request for Paid Birth Recovery Leave form (**form in development*);
- Family and Medical Leave (FMLA) certification