

# PARENTAL & FAMILY LEAVE REQUEST FORM

THE HERITAGE GROUP, ASPHALT MATERIALS, HERITAGE RESEARCH GROUP & US AGGREGATES

This form is required for the following leave requests: birth, adoption or fostering of a child, bonding leave or family leave. Your request should be made at least 30 days in advance, if possible, of the date on which you wish to start your leave.

Complete form, including your Manager and HR Business Partner's signatures, and submit to HR Shared Services at HRSS@thgrp.com.

Employee Information			
Employee Legal Name (First, Middle Initial, Last):		Employee ID:	
Department:	Manager:		
Home Address:	City:	State:	Zip Code:
Preferred Email Address While on Leave:	Phone Number:		
Reason for Requesting Leave			
<input type="checkbox"/> Birth of a Child Expected Due Date: _____	<input type="checkbox"/> Bonding Leave Expected Start Date: _____		
<input type="checkbox"/> Adoption/Fostering of a Child Expected Placement Date: _____	<input type="checkbox"/> Family Leave Expected Start Date: _____		
Leave Information			
I hereby give notice of my intent to take leave. I certify that I meet the eligibility requirements under <i>The Heritage Group's</i> Leave Policy. I plan to take _____ weeks (up to a maximum of twelve weeks, if filing FMLA) of leave from _____ (first day of leave) to _____ (last day of leave).			
Employee Signature Section			
Employee Signature:		Date:	
Approval Section			
Manager Signature:		Date:	
HR Business Partner Signature:		Date:	