

GRUNDY COUNTY BOARD OF EDUCATION



Human Resources Department

1376 Main Street Telephone: (931) 692-3467

PO Box 97 Fax: (931) 692-2188

ALTAMONT, TN 37301 www.grundycoschools.com



Paid Parental Leave Request

Name: _____

Date: _____ Hire Date: _____

School: _____

Anticipated Event Date: _____

Anticipated Return Date: _____

Number of Days Requested: _____ Are the days consecutive? _____

* Please remember the birth certificate or adoption decree must be submitted to HR within 10 days of the actual event date.

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OFFICE USE ONLY

Date Received: _____

Quater: 1 2 3 4

Actual Event Date: _____

Actual Return Date: _____

Entered into ePlan: _____