

## **How to Apply for Paid Parental Leave (PPL)**

1. This type of leave is for SHRA/CSS and EHRA-Non-Faculty employees ONLY
2. Employee will complete both the FMLA and PPL Request forms, signed and dated by employee and supervisor and email to [leave@ecu.edu](mailto:leave@ecu.edu) or fax to: 252-328-9918.



FMLA request form  
- 2022.pdf



PPL-Request-Form  
2022.pdf

3. Benefits consultant receives the request form, processes for eligibility, and emails an eligibility notification within five business days to employee. Eligibility email includes next step instructions, medical documentation the employee provides to the physician, and other documentation needed.
4. Employee returns medical certification completed by the physician to the benefits consultant.
5. Benefit consultant emails an approval notification to the employee within five business days