

**Sample Parental Leave Request Denial**

Est. 1/1/2024

Date:

Employee Name:

This letter is in response to your request to use parental leave.

Your request has been reviewed and it has been determined that you are ineligible for parental leave due to the following reason(s):

[ ]  You are not employed in a full-time or part-time leave earning position at the time of the qualifying event.

[ ]  You have not been employed with the State for at least 12 months on the date of the qualifying event.

[ ]  You have not physically worked at least 1,250 hours in the 12 months preceding the qualifying event.

[ ]  You are not, by definition, considered a legal parent, adoptive parent, or foster parent.

[ ]  Your request is not for a qualifying event.

[ ]  You did not provide the required documentation to support the Parental Leave request.

Please refer to Civil Service Rule 11.36 *and Agencies Parental Leave Policy # (if applicable)* for additional information.

Sincerely,

Appointing Authority or Designee

Enclosure: SCS Parental Leave Certification Form