

Different Types of Leaves

When submitting a leave of absence request, it is important to know which type of leave you will need. Please refer to the list below for definitions on each leave type so you can determine which type of leave best fits your specific situation.

Bonding: You're requesting time off to be with your newly born child. Select this option if you are the non-birth parent and wish to take additional leave beyond the two weeks of paid leave offered under the Parental Leave policy. In order to be eligible for bonding leave, you must have been employed with the company full-time for at least one year.

Care for Injured Servicemember: Select this option if you're requesting time off to care for a covered service member or veteran with a serious injury or illness.

Employee Health Condition: You're requesting time off to care for your serious illness, impairment, physical or mental condition.

Family Health Condition: You're requesting time off to serve as the primary caregiver for your family member with a serious illness, impairment, physical or mental condition.

- Family member is defined as legal spouse, child (biological, adopted, foster, stepchild, legal ward, or child of a person standing in loco parentis), or parent (biological, adoptive, foster, step, legal guardian, or another person who stood in loco parentis to you when you were a minor).

Parental: Gives new parents two weeks of paid time off to care for a child following birth, adoption or foster placement. This type of leave can also be used for those who have experienced pregnancy loss.

Pregnancy/Maternity: You are the birth parent requesting time off to recover from childbirth and to care for your newly born child.

Military: You're requesting time off for active duty, civil air patrol or reserve training.