

**Duke University  
Paid Parental Leave Request:  
Primary Caregiver Affidavit**

**Name:** \_\_\_\_\_ **Duke Unique ID:** \_\_\_\_\_

**Expected Date of Birth:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**I certify that I meet the following requirements under the Paid Parental Leave policy:**

1. I am the natural parent, same sex spousal equivalent, or new adoptive parent (individuals adopting a spouse or partner's natural child(ren) are not eligible).
2. I will be the primary caregiver during the paid leave.\*

If both parents work for Duke, only one parent can be designated as a primary caregiver.

I acknowledge that if the information I have provided above is accurate, and I understand that any falsification of information may lead to disciplinary action up to and including termination. I also understand that I may use any or all of my accrued sick leave, vacation, or PTO to cover the consecutive three-week waiting period prior to commencement of the paid parental leave.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Attach this form to your Leave of Absence Request form and submit to your supervisor at least 30 days in advance of your first day of leave. Once approved by your supervisor, your department payroll representative must prepare a payroll Leave of Absence form. The department payroll representative should submit the Leave of Absence form and appropriate gross adjustment (biweekly) or pay exception (monthly) form to Corporate Payroll Services by the appropriate payroll deadline. *The [request form](#), and [Certification of Health care provider form](#), remain in the department's confidential file on the employee.*

\*A primary caregiver is defined as someone who has primary responsibility for the care of a child immediately following the birth or the coming of the child into the custody, care and control of the parent for the first time. This definition applies to both births and adoptions. Only one paid leave per child per household will be granted to the primary caregiver of the child. If only one parent is a Duke employee, they must be the primary caregiver to qualify for the paid leave.