

REQUEST FOR PARENTAL LEAVE FORM

TO: _____
(Manager/Supervisor/Human Resources)

FROM: _____
(Name of partner requesting leave)

ADDRESS: _____
Street Apt.# City State Zip

TELEPHONE: (____) _____

1. I am requesting Parental Leave for the following reason (**circle one**): **A** or **B**

(A) Birth of a child born on _____.
(Date of child's birth)

(B) Adoption of child adopted on _____.
(Date of adoption)

2. Date Parental Leave is requested to begin:

3. Anticipated return to work date:

4. Please provide any other information and/or documentation that might help Cintas evaluate this request.

By submitting this form, I certify that I am requesting Parental Leave for the purpose of caring for and bonding with my child, who was born within **five (5) months** of the date of this request for Parental Leave, or a child whom I adopted **within five (5) months** of the date of this request.

Partner Signature:

(Date)