

Types of Supporting Documentation for the Use of Paid Parental Leave

As described in the Paid Parental Leave regulations (5 CFR 630.1703(h)), at the request of The Adjutant General's Department, the employee must provide appropriate documentation that shows the employee's use of paid parental leave is directly connected to a birth or placement that has occurred.

The following documentation will need to be attached with the Parental Leave request in order to verify eligibility.

Child Birth

1. Birth certificate
2. Document naming employee as second parent, such as declaration of paternity or court order of filiation
3. Appropriate court documents
4. Consular report of birth abroad
5. Documentation provided by the child's healthcare provider
6. Hospital admission form associated with the delivery
7. Other documentation approved by the agency

Adoption

1. Documentation provided by the adoption agency confirming the placement and date of placement
2. Letter signed by the parent's/parents' attorney confirming the placement and date of placement
3. Immigrant visa for the child issued by U.S. Citizenship and Immigration Services
4. Adoptive placement agreement
5. Independent adoption placement agreement
6. Other documentation approved by the agency

Foster Care

1. Foster care placement record
2. Other documentation from the foster agency confirming the placement and date of placement
3. Foster care placement letter issued by the relevant local department of social services or authorized voluntary foster care agency
4. Other documentation approved by the agency