



FMLA Request for Bonding Leave & Parental Leave

Section 1: Employee Information

Name:	Employee Number:	I am the <input type="checkbox"/> Non-birth parent <input type="checkbox"/> Birth Mother
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Section 2: Reason for Leave

Birth of my child, born or expected on _____ (leave must end within 12 months of the birth).
 Placement of a child for adoption by me _____ (leave must end within 12 months of placement).
 Placement of a foster child in my home on _____ (leave must end within 12 months of the placement).

Section 3: Payroll/Timekeeping

I plan to take bonding leave as:

FMLA No-Pay (SAP Code 0991) - If box is checked, sections 4 and 6 must be completed.
 Vacation (SAP Code 0200) - If box is checked, sections 4 and 6 must be completed.
 Parental Leave (SAP Code 0235) - If box is checked, sections 5 and 6 must be completed. See eligibility on reverse side.

Section 4: Type(s) of FMLA Bonding Leave (Check all that apply)

Note for birth mothers only: FMLA-covered bonding leave addressed by this form relates to the period after your short-term disability ends following the birth of your child. FMLA-covered medical leave is the subject of another form and applies to the period before and following birth when you are under the care of a doctor and are unable to work.

NON-BIRTH PARENT - Day of birth/placement forward continuously (up to 12 weeks based on eligibility)
 BIRTH MOTHER ONLY - From short-term disability end date forward (up to remainder of FMLA leave)
 Intermittent Leave (a few days here & there) - **Advance Supervisor Notification and Approval Required (CA employees see below*)**
 Reduced Leave Schedule (such as half days) - **Advance Supervisor Notification and Approval Required (CA employees see below*)**
 Continuous Leave (for a block of time separate from day of birth/placement period) - **Advance Supervisor Notification and Approval Required (CA employees see below*)**

Section 5: Type(s) of Parental Leave (Check all that apply)

NON-BIRTH PARENT - Day of birth/placement forward continuously
 BIRTH MOTHER ONLY - From short-term disability end date forward
 Intermittent Leave (a few days here & there) - **Advance Supervisor Notification and Approval Required**
 Continuous Leave (for a block of time separate from day of birth/placement period) - **Advance Supervisor Notification and Approval Required**

Section 6: Leave Dates and Supervisor Approval

Expected Leave Begin Date	Expected Return Date
Indicate specific dates / times in the columns below for which you are taking leave	
DATES	TIME CODE

Failure to provide at least 30 days' notice for leave that can be reasonably anticipated could result in refusal of request and requirement for leave to be postponed. If you are unable to provide specific dates / times at this point, you must supplement this form with this information to your supervisor at least 30 days in advance of the leave when it can be reasonably anticipated before the specific dates can be approved by supervision.

**CA law allows employees to take bonding leave on two occasions for less than two-week increments.*

Supervisor Signature X	Date
Supervisor Print Name X	

Section 7: Signature

I understand and agree to the conditions and provisions of the Family and Medical Leave Act as set forth on this form and the Phillips 66 Family and Medical Leave policy. I also understand and agree that the Company has the right to interpret, revise, and/or revoke any or all provisions of the Phillips 66 Family and Medical Leave policy to the extent of any rights beyond those required by law.

Employee Signature X	Date
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**Congratulations on the upcoming addition to your family.
Below is a collection of information to help you as you welcome your new child.**

Benefits

Family and Medical Leave Act (FMLA) - Job protection

Employees that have been with the company for at least 12 months and have worked at least 1,250 hours in the last 12 months are eligible for up to 12 weeks of family and medical leave for the birth or placement of a child. A completed Employee Health Report will provide documentation for a mother's leave for birth and recovery. The Request for Bonding Leave form on the reverse side of this page provides the needed documentation for parents to apply for bonding leave. Once approved, this leave ensures that an employee cannot be disciplined for covered absences.

Please note that some states, including but not limited to California, New Jersey and Washington, may have additional programs that could affect the application of federal FMLA.

Parental Leave - Paid leave**

The purpose of the Parental Leave Policy ("Policy") is to provide eligible employees with up to two weeks of paid time off for the care and bonding of a child within 12 months after the child's birth, legal adoption or placement for adoption. This leave will run concurrently with FMLA.

You will not be able to use the 0235 code on your timesheet until this form has been received and you have been approved for parental leave.

Short Term Disability - Paid leave

Effective Jan. 1, 2018, birth mothers may be eligible to receive up to 10 weeks to recover from the birth of their child paid at 100%. This leave will run concurrently with FMLA.

Personal Leave of Absence - Extended leaves for special circumstances

Employees that have exhausted vacation time and FMLA may request personal leave of absence for periods of more than 30 days up to one year. Personal leave is unpaid and is not a protected leave.

NOTE – Ensure that you follow local reporting procedures both for requesting leave and reporting absences when your leave begins.

**Represented employees covered by a collective bargaining agreement are eligible for benefits under the Parental Leave Policy only if these benefits are provided under the terms of their applicable collective bargaining agreement.

Please submit form to:

Fax: (918) 977-9344

OR

**Mail: Phillips 66 Absence Management Team
4th Floor Adams Building
411 South Keeler Avenue
Bartlesville, OK 74003-6670**

Updated 11/17/2017

**For questions, call HR Connections at 855-480-6634 or 918-977-7905 between 8 a.m. and 6 p.m.
Central Time, Monday through Friday.**