

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 employee's agency, an employee must provide the agency with appropriate documentation that shows that the employee's use of paid parental leave is directly connected to a birth or placement that has occurred.

The regulations do not provide an exhaustive list but rather provide that an agency is responsible for determining what documentation is sufficient proof of entitlement. Additional examples of documentation that an agency may consider requesting following the birth of an employee's child or the placement of a child with the employee for adoption or foster care are provided below.

This list is not exhaustive and is provided only to assist agencies in determining which documentation they may ultimately request. Agencies that decide to request documentation may consult with their General Counsel's office to determine the documentation they will require.

Childbirth

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