City of Cleveland
Justin M. Bibb, Mayor

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Department of Human Resources
601 Lakeside Avenue, Room 121
Cleveland, Ohio 44114-1015
216/664-2493 • Fax: 216/664-3489
www.clevelandohio.gov

ACKNOWLEDGEMENT OF PARENTHOOD
REQUIRED OF A NON- PREGNANT PARENT

City of Cleveland employees requesting to use up to twenty (20) hours of Paid Parental Appointment Leave to attend pre-natal medical visits or who are in the process of adoption or becoming the legal guardian of a child are required to complete and submit this Acknowledgment of Parenthood form to the Department of Human Resources (DHR).

By signing this Acknowledgement, Employee, named below, declares that the Employee is biologically and/or legally responsible in establishing parental responsibility of an unborn child or am in the process of adopting or becoming the legal guardian of a child. Employee will be required to provide medical documentation for each prenatal appointment or each appointment in furtherance of legally adopting or becoming legal guardian of a child for which Paid Parental Appointment Leave is used.

Employee understands that, after the child is born, the Employee shall be required to provide the child's birth certificate, adoption certification, a certified copy of the court order granting legal guardianship, or other documentation that is acceptable to the DHR of the City. This documentation must be provided to the DHR within 30 days of the birth or placement, unless extended by the Employee's appointing authority or designee. If such documentation is not submitted, the Employee shall be required to repay the City any Paid Parental Appointment Leave used, unless a verification of loss of pregnancy and/or a loss of life certificate is received by the DHR (as stated in the Paid Parental Leave Policy).

By signing below, the Employee agrees that he has read and understands this Acknowledgement of Parenthood and its contents.

_____   _____
Name of Employee   Signature /Date

_____   _____
Name of Birthing Parent   Signature/Date
(Write N/A if not applicable)