

Infant-at-Work Request Form

1. Employee: Read and Sign Agreement

I request permission to bring my infant to my workplace from Estimated Start Date _____ to Estimated End Date _____.

Note: The estimated start and end dates are based on the mother's delivery date. The actual end date must be on or before the date the infant is mobile or twelve months of age, whichever occurs first.

I have read and understand the _____ Division policy and will comply with all the employee's responsibilities. I understand I must have a release from my physician to return to work before commencing work of any kind.

Employee's Name (Print)

Employee's Signature

Date

2. Mandatory Pre-Program Meeting (Before the infant comes to the Division of

Employee, employee's supervisor and the human resource representative scheduled meeting for

(Date).

Meeting with employee, employee's supervisor and the human resource representative has been held.

HR Representative's Name (Print)

HR Representative's Signature

Date

3. Supervisor

- Recommend Approval
- Recommend Denial (Attach Explanation for Denial)

Supervisor's Name (Print)

Supervisor's Signature Date

Comments:

4. Chief/Manager

- Recommend Approval
- Recommend Denial (Attach Explanation for Denial)

Chief/Manager's Name (Print)

Chief/Manager's Signature Date

Comments:

5. Division Administrator (or Designee)

Approved

Denied

Administrator's Name (Print)

Administrator's Signature

Date

Distribution after all signatures have been obtained:

Original: Agency personnel file
Copy: Supervisor
 Employee