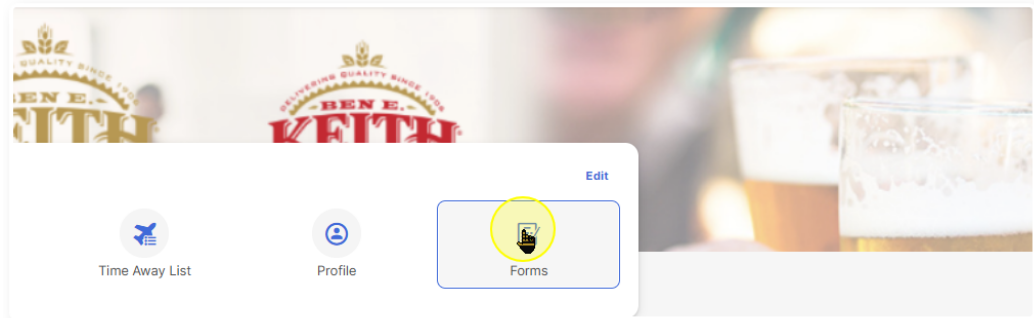




How To Submit Your Initial Parental Leave Request

Submitting a Paid Parental Leave Request is a 2-part process. At least 30 days prior to birth or adoption, you should submit your initial request. Once your child is born or adoption is finalized, you will need to complete Step 2 of the process and submit proof of birth or adoption documentation to schedule your Paid Parental leave. Please see "Parental Leave Step 2 Instructions."

1. Click **"Forms"** once you are signed in to Dayforce



2. Click **"Parental Leave (Step 1) – Leave Request Form"**

Available Forms

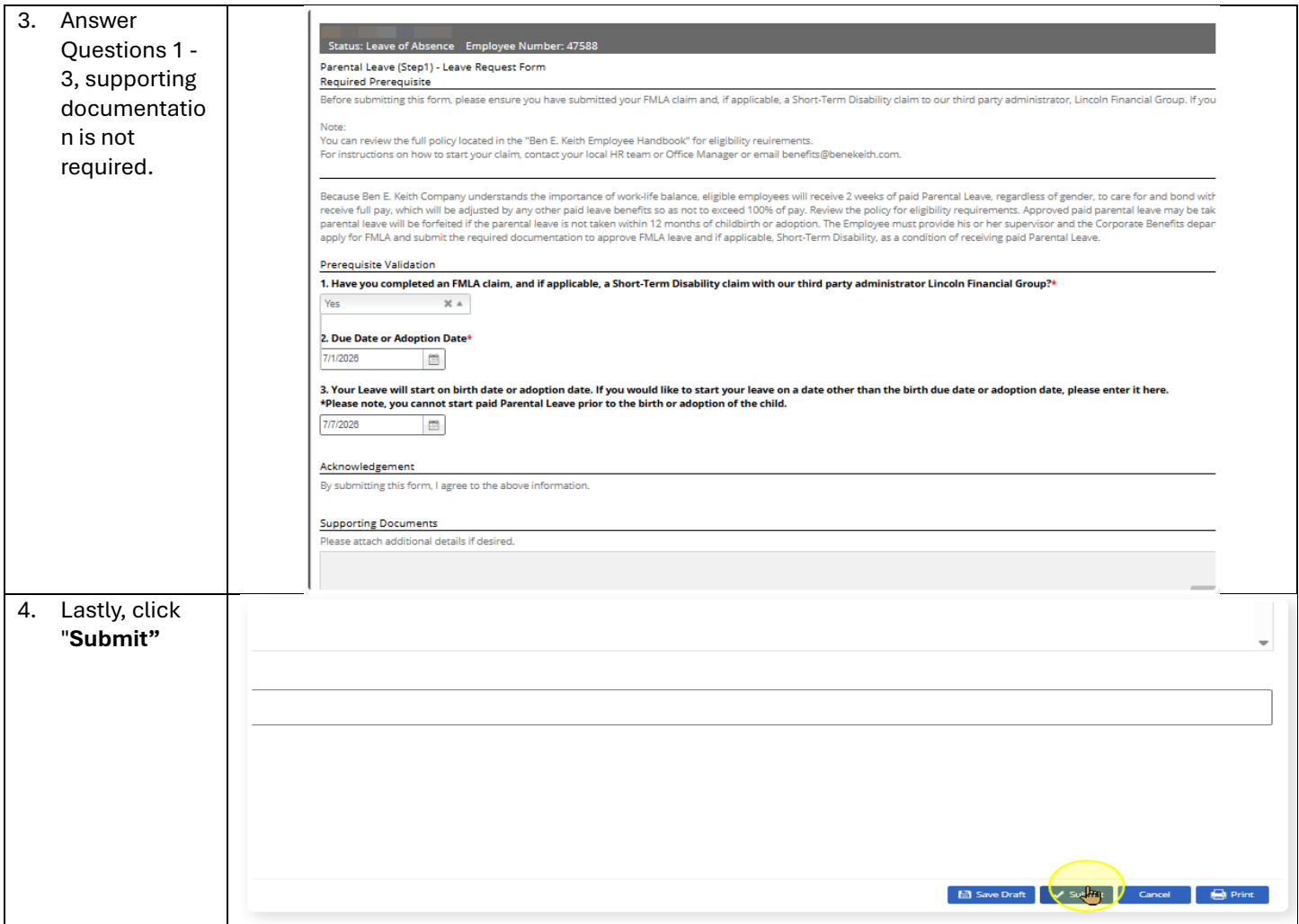
Search Forms

15 Results

General Forms (10)

- Confidential Information
- Current Beneficiary Information
- Distracted Driving Policy
- Driver Safety Policy - April 2026
- Federal W-9 - 2026
- Parental Leave (Step 1) - Leave Request Form**
- Parental Leave (Step 2) - Proof of Birth
- Province/State Tax Form
- Test Notification
- Vacation Sellback (Weekly Employees Only)

Parental Leave (Step 1) - Leave Request Form



For any questions, please contact your local HR representative or Office Manager or email benefits@benekeith.com.