



MICHIGAN OPERATIONS

Managed by The Cleveland-Cliffs Iron Company
PO Box 2000, Ishpeming, MI 49849-0901
P 906.475.3400 F 906.475.3777 clevelandcliffs.com

TO: Human Resources

The Company will grant two (2) consecutive weeks of paid parental leave at the Employee's Base Rate of Pay following the birth or adoption of a child. Paid parental leave must be taken within six (6) months of the birth, adoption or placement of a child, and is in addition to any leave granted for physical disability related to pregnancy or birth. This leave shall run concurrent with FMLA if the Employee has available FMLA time.

Name	Employee ID	Department
Job Title	Seniority Date	Date of Birth/Adoption

I hereby request two weeks paid parental leave of absence from work.

I request that my leave begin _____ on and end on _____.

Employee Signature: _____ Date: _____

You are required to apply for any additional FMLA leave separately.
Your parental leave will run concurrently with your FMLA Leave, if you are eligible for FMLA.

Entered in Kronos. Y / N

Signature of Approver: _____ Date: _____