



Attestation of In Loco Parentis Relationship

Name:

PID:

Email:

Phone #:

An “*in loco parentis*” relationship exists when a person intends to take on the role of a parent and, therefore, places themselves in the situation of a lawful parent by assuming and discharging the obligations of a parent to a child. A person who assumes the day-to-day responsibilities of caring for and financially supporting a child may qualify as a parent under the concept of in loco parentis.

An employee may be eligible to take leave to care for a child or children for whom they stand in the role of in loco parentis, as well as to care for an individual who once stood in the role of in loco parentis to them when they were a child.

Factors that may be considered in assessing whether an in loco parentis relationship exists include:

- the age of the child;
- the degree to which the child is dependent upon the person;
- the amount of support, if any, that is provided; and
- the extent to which duties commonly associated with parenting are exercised.

Please indicate the type of in loco parentis relationship you are seeking to verify.

I am an employee who stands in loco parentis to a child or children.

Name of the child or children:

I am employee who had an individual stand in loco parentis to me as a child.

Name of parent(s):

I certify the information provided on this form to be a true and accurate description of my relationship with said person and that any falsification of information may lead to appropriate administrative action, up to and including termination.

Employee Signature:

Date:

Submit this form via [ConnectCarolina](#) (SelfService > My Benefits Tile > Leave > Submit a Leave Document). For step-by-step instructions on how to submit a leave document in ConnectCarolina, please visit the Benefits & Leave forms page online at <https://hr.unc.edu/benefits/forms>. For questions, please call 919-962-3071 or send an email to leave@unc.edu.