



Newborn Bonding Leave Pay (Check box to apply)

Both new mothers and new fathers who have at least one year of employment with DriveTime are eligible to receive up to one week of paid time off at their regular base rate of pay.

Please submit this completed form and your newborns **Poof of Birth** for processing.

Mother's Child Birth Recovery Leave Pay (Check box to apply)

New Mothers can receive paid time off at their regular base rate of pay for the recovery from child birth:

~ 1 week at the regular base rate of pay, eligible to employees who have at least one year of employment.

~ 2 weeks at the regular base rate of pay, eligible to employees who have at least three year of employment.

Please submit this completed form after receiving approval for your FMLA/ADA maternity leave case for processing.

Employee Name: _____

Employee ID: _____ Dates Requesting: _____

Dates must be consecutive days off.

*Please fax this form with the required documents to (866)-665-7197 ATTN: Leave Department.
Let your manager know the dates of your leave pay so they can enter them into your time card.*

Be sure to keep a copy of these documents for your records.

Please be aware that incomplete requests will not be processed.

*If you do not receive your payout within two weeks, contact the Leave Department at
Leave@Drivetime.com.*

Items of Note

- If you plan to add your newborn to your medical coverage with DriveTime, you will need to do so within 31 days of birth. Go to www.mydtbenefits.com
- Also if you are covered by medical insurance with Drivetime, take advantage of our Baby Gift Program. Click here for more details: [Baby Gift Form](#)