

Notification to Take Parental Leave

This form is to record requests for parental leave and is to be completed by the employee and countersigned by a Manager. It must be completed for all requests for parental leave.

Name of Employee:	
Start date of proposed parental leave: (If leave is proposed to be taken immediately after birth or adoption, please provide the expected week of childbirth or the expected week of placement and state that this is the case).	
End date of proposed parental leave:	
Total number of working weeks of proposed parental leave:	
Name of the child and the child's date of birth or the date the child was first placed with you for adoption (if known at this stage):	
Please provide details of parental leave already taken in relation to this child (including relevant dates), whether in this employment or in the employment of a previous employer:	
Please give any further information you would like your Manager to take into account in relation to this request:	

A copy of the child's birth certificate or adoption papers or other relevant documentation showing parental responsibility (as the case may be) should be attached in support of this request. If these documents are not yet available, they must be provided as soon as they are available.

Relevant supporting documents attached?: YES / NO

I declare the above information to be correct. I understand that my request for parental leave is not approved until my Manager has countersigned this form. I accept that if I behave dishonestly in claiming an entitlement to parental leave, this will be viewed by the Company as a gross misconduct offence and could result in my dismissal.

Signed by Employee: Date:

Signed by Manager: Date: