



## Application Form for (New) Parent's Leave (not to be confused with Parental Leave)

**Please note:** this leave can only be taken in respect of children born/placed for adoption on or after 1<sup>st</sup> November 2019, and must be taken within 52 weeks of the birth/placement of the child.

This completed application form must be submitted to Employee Relations, HR a minimum of six weeks prior to the commencement of the leave period, along with:

- a medical certificate confirming the expected date of birth OR a copy of the birth certificate
- in the case of adoption: a copy of the declaration of suitability OR a copy of the certificate of placement

### Applicant Details

Name: \_\_\_\_\_ Staff ID #: \_\_\_\_\_  
 Contact #: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Unit/School: \_\_\_\_\_ Manager: \_\_\_\_\_

### Details of Leave

**Please note:** Parent's leave can be taken for a maximum period of two weeks, and must be taken in periods of not less than one week at a time.

Start Date (first day of leave): \_\_\_\_\_

End Date (last day of leave): \_\_\_\_\_

### Child Details

Child's Name (if not yet known, write 'baby, surname'): \_\_\_\_\_

Child's Date of Birth/Placement, or Expected Date of Birth/Placement: \_\_\_\_\_

### Declaration/Approval

#### 'I DECLARE THAT I AM A RELEVANT PARENT OF THE ABOVE CHILD'

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*Applicant*

#### 'I APPROVE THIS APPLICATION FOR LEAVE'

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*Head of School/Unit* *PRINT NAME*

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
*Employee Relations Manager*