

PARENTAL LEAVE REQUEST FORM

Strictly Private & Confidential

To access parental leave, you must have at least 12 months' service and inform your manager at least 21 calendar days before your requested period of unpaid leave. All parts marked with an asterix (*) are mandatory.

PART 1: Employee Details

Employee Name	
Employee Number	
Manager Name	

PART 2: Parental Leave Details

Start date of requested parental leave: *

End date of requested parental leave: *

Please provide details of any previous periods of parental leave:

PART 3: Declaration

- a) I wish to apply for parental leave in accordance with the Parental Leave Policy.
- b) I declare that I am either the child's biological or adoptive parent, or have parental responsibility under the Children Act 1989.
- c) I declare that I will take time off work to look after or to make arrangements for the good of the child or children.

PART 4: Employee Declaration

Name: *

Signature: *

Date: *

PART 5: Manager Authorisation

Has this period
of unpaid leave
been agreed?*

Yes

No

Where the period of parental leave has not been agreed, you have a legal obligation to accommodate a postponed period of parental leave to commence within six months of the original request.

If the leave has not been agreed, please state reasons:

Start date of postponed parental leave: *

End date of postponed parental leave: *

Name: *

Signature: *

Date: *