



Request for Parental Leave Form

Name:

Position:

Date:

Employment commencement date:

Expected date of birth/placement of child:

Key Dates

Leave start date		Expected Return to work date	
Leave end date			

What type of parental leave are you applying for?

Leave Type	First day of leave type	Last day of leave type	Total days
Unpaid parental leave			
Company paid parental leave			
Special unpaid parental leave (due to pregnancy related illness or end of pregnancy otherwise than by the birth of a living child)			
Flexible unpaid parental leave			
Pre-adoption leave			
Adoption leave			
Annual Leave			
Long Service Leave			
Other (please specify):			
TOTAL period of your leave	days / weeks		

Arrangements during period of parental leave

Please indicate which matters you would like to be contacted about during your period of parental leave

I would like to be contacted about vacant positions— YES/NO

I would like to be contacted about pay review and bonus information — YES/NO

I would like to be contacted about staff social functions — YES/NO

I would like to be contacted about staff briefings — YES/NO

What other matters would you like to be contacted about?

Preferred contact method

Email: _____

Phone: _____ mobile/home telephone _____

Attachments to form

☐ **Medical certificate** (parental leave and special parental leave only)

☐ **Statutory declaration** (special parental leave due to end of pregnancy otherwise than by the birth of a living child, and adoption leave)

☐ **Other** (for example, placement notice, placement approval notice, statement from adoption agency)

Important Notes:

- *Not all employees have a legal entitlement to take parental leave. Your entitlement to parental leave will be dependent on the terms of your contract of employment, any relevant policy and the relevant legislation.*
- *Any total period of absence on parental leave and adoption leave cannot be more than 12 months, less any period paid leave taken by you (e.g. annual leave or long service leave). Should you wish to request leave beyond the initial 12-month entitlement, please use the Request to Vary Parental Leave Form.*
- *Employees must give 10 weeks' notice of their intention to take concurrent parental leave.*
- *Pre-adoption leave and paid leave where there is no safe job available for you to perform, do not count towards the 12-month limit.*