



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 1st November 2019, and must be taken within 2 years of the birth/placement of the child.

This completed application form must be submitted to Employee Relations, HR Office 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 the certificate of placement

Part 1: Applicant Details

Name: _____ Staff ID #: _____
Contact #: _____ Grade: _____
Unit/School: _____ Manager: _____

Part 2: Details of Leave

Please note: Parent's leave can be taken for a maximum period of seven 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): _____

Part 3: 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 AND THAT I HAVE READ AND ACCEPT THE TERMS AND CONDITIONS OF THE PARENT'S LEAVE POLICY'

Signed: _____ Date: _____
Applicant

'I APPROVE THIS APPLICATION FOR LEAVE IN ACCORDANCE WITH THE PARENT'S LEAVE POLICY'

Signed: _____ Date: _____
Head of School/Unit *PRINT NAME*

Approved: _____ Date: _____
Employee Relations Manager