

**Parental Leave**

**Request to Take Parental Leave**

To be completed by the employee and forwarded to their line manager for authorisation

|  |  |
| --- | --- |
| 1. Personal Details |  |
| Employee Name: |  |
| Job Title: |  |
| Staff Number: |  |
| Department: |  |
| Pension Scheme: |  |
| Name of Child: |  |
| Child’s Date of Birth: |  |

|  |  |
| --- | --- |
| 1. **Date/s of Parental Leave** | |
| Start Date: | End Date: |
|  |  |
|  |  |

|  |
| --- |
| 1. **Type of documentation attached to confirm eligibility** |
|  |

|  |  |
| --- | --- |
| Declaration (mark sections with a x) |  |
| I am named on the child’s birth/adoption certificate, or I have/expect to have legal parental responsibility for the child: |  |
| The child is below the age at which the right to parental leave ceases: |  |
| The time off work will be to care for the child or make arrangements for the child’s welfare: |  |

**Employee’s signature: …………………..……………………. Date: …………….…**

**Signature of Line Manager: …………………………………. Date: ………………**

**Once signed and authorised the manager should forward this form to HR**