

Parental Leave Application

Please read all and complete all sections

Eligible employees

Eligible employees can take Unpaid Parental Leave to look after their child's welfare, for example to:

- attend the birth of their child
- spend more time with their children
- look at new schools
- settle children into new childcare arrangements
- spend more time with family, such as visiting grandparents

Employment rights (like holidays and returning to a job) are protected during Unpaid

Employees qualify if all of the following apply (we may ask for proof-like a birth or adoption certificate):

- you are named on the child's birth or adoption certificate or have or expect to have parental responsibility
- You are not a foster parent (unless parental responsibility secured through the courts)
- the child is under 18

Entitlement

Parental leave is unpaid. You're entitled to 18 weeks' leave for each child and adopted child, up to their 18th birthday.

The limit on how much parental leave each parent can take in a year is 4 weeks for each child (unless the employer agrees otherwise).

You must take parental leave as whole weeks (for example 1 week or 2 weeks) rather than individual days, unless your employer agrees otherwise or if your child is disabled. You do not have to take all the leave at once. A 'week' equals the length of time an employee normally works over 7 days.

Notice

We require 21 days' notice before the date you wish to start the block of parental leave, if you wish to start parental leave on the day your child is born/adopted then please state the expected week of childbirth / adoption placement is expected to start.

Leave Dates

We cannot refuse or completely cancel parental leave.

We can postpone it, if it will cause problems at work. For example, if there's an important deadline.

We can postpone it for up to 6 months after the date the employee originally asked for. The employee must be able to take it before their child's 18th birthday.

If we need to postpone parental leave, we will write to you within 7 days of your request. We will explain why the leave needs to be postponed and consult with you to agree other suitable dates.

We will not postpone the dates of parental leave if your leave starts on:

- the day of a child's birth
- the date a placement for adoption starts

Parental Leave (Unpaid) Application Form

Surname:

Forename:

Address:

Email address:

Tel. number:

NI Number:

Department:

Manager:

Start date of requested unpaid leave:

End date of requested unpaid leave:

Please provide detailed explanation for request of parental leave (unpaid):

Please provide details of any previous periods of parental leave, including those taken with previous employers:

Please provide dates of any previous periods of parental leave taken, including those taken with previous employers:

Declaration

- a) I wish to apply for unpaid parental leave in accordance with the Parental Leave Policy.
- b) I declare that I am either the baby's natural 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.
- d) I understand that my employer may postpone my leave with an explanation.
- e) I declare previous parental leave has been detailed in this application including leave with previous employers.

Name:

Handwritten signature:

Date:

Please return this form asap to Jonathan Lee Workforce Solutions