**PARENTAL LEAVE: APPLICATION FOR UNPAID PARENTAL LEAVE**

Please refer to the Parental Leave Policy to ensure you are eligible for leave and for further information.

Please complete this form and pass to your line manager for approval. Where possible, we recommend that staff discuss their request for parental leave with their manager prior to completing their application.

A minimum of 21 days’ notice must be given for taking parental leave, although less notice may be acceptable for short periods of leave (up to 5 days). Approval of leave is normally given within 7 days. Parental Leave will not be unreasonably refused, but may be postponed for up to six months for business/operational reasons.

**To be completed by the employee:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Employee No: |  |
| Faculty / Directorate: |  | Tel No: |  |
| Dates of Unpaid Leave requested (From and To): | |  | |
| This leave is requested in respect of: (Please give details of the child/children for whom you are seeking parental leave, including date/s of birth/adoption.) The University may seek evidence to confirm entitlement to parental leave. | | | |
|  | | | |
| Please provide dates of any previous parental leave taken, including with a previous employer: | | | |
|  | | | |
| Employee Signature: |  | Date: |  |

**To be completed by Line Manager**

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| --- | --- | --- | --- |
| Parental Leave Authorised? | | YES NO | |
| **If leave has been postponed for business reasons, please detail reason and also confirm new dates of when leave will be taken following discussion with the individual below.** | | | |
|  | | | |
| Authorised by:  (Name and signature) |  | Date: |  |

**Oct 18**