

## NOTICE OF PARENTAL LEAVE FORM

<b>To:</b>	
<b>From:</b>	
<b>Date:</b>	

### Re: Intention To Take Parental Leave

Under the Parental Leave Act 1998, I hereby give \_\_\_\_\_ weeks' notice [at least 6 weeks' notice required] of my intention to take parental leave to take care of my child \_\_\_\_\_ *[[insert the name of your child]* who was born on \_\_\_\_\_ *[insert the date]*.

I confirm that I have/have not *[circle correct one]* taken parental leave for this child previously.

I have attached a birth certificate for the abovementioned child to this form.

I wish to apply that this leave be taken on an hourly/daily/weekly basis *[circle correct one]* or in another format.

*Please insert the format you wish to apply to take your Parental Leave.*

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I wish to commence this leave on \_\_\_\_\_ *[insert the date]*.

Detailed schedule will be attached to my confirmation document.

**Signed:**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Managers Signature**

\_\_\_\_\_  
**Date**

**If deferred:**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Managers Signature**

\_\_\_\_\_  
**Date**