

PARENTAL LEAVE APPLICATION FORM

You should use this form for notifying the University that you wish to apply for unpaid Parental Leave. Please note that you only have an entitlement to Parental Leave if you have been employed for a year or more and are an employee with a contract of employment. At least three weeks (21 days) notice must be given. Please keep a copy of this application form and give a copy to your manager.

To: Payroll Office Wessex House 4.12 University of Bath	Name:
	PAYROLL No.
	Department .

A – Entitlement.

I will have 52 continuous weeks service with the University at the date my Parental leave commences.	<input type="checkbox"/>
I will not have 52 continuous weeks service with the University at the date my Parental leave commences	<input type="checkbox"/>
The date child was born/adopted	
Is your child disabled (that is getting disability living allowance)	<input type="checkbox"/>

B – Declaration of family commitment

I declare that

I am a parent named on the child's birth certificate or	<input type="checkbox"/>
I am named on the child's adoption certificate or	<input type="checkbox"/>
I have legal parental responsibility for a child under five (18 if disabled)	<input type="checkbox"/>

C – Parental Leave

Please accept this notification as an application for Parental Leave and confirmation that I have discussed these dates with my manager. I understand that I must take my Parental Leave in multiples of one week. No more than four weeks leave may be taken in a year and no more than 13 weeks for each child up to their fifth birthday.

I wish to start my Parental Leave on:	
I will return to work on:	

D – Parental leave from a previous employer

I have previously taken parental leave with a previous employer.	No. of weeks.
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Signed by applicant:	Date:
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E – Manager's agreement

I confirm that I have discussed the dates above with the applicant and have authorised Parental Leave.	
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Signed by Line Manager:	Date:
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For further details <http://www.bath.ac.uk/hr/policies/absence/familyleave.html> .