

Parental leave – application to vary leave within the initial 12 months

This form is to be used for notification or application to reduce or extend a period of parental leave within the initial 12 months from the time leave began. You can also use this form if you have already commenced your leave but need to cancel it due to stillbirth or infant death. To request an extension of leave beyond the initial 12 month period, use the 'Parental leave – request to extend leave beyond initial 12 months' form.

The initial 12 month parental leave period will include any special maternity leave taken by the employee, unpaid parental leave taken by the employee's spouse if they take more than 12 months, and unpaid parental leave the employer required the employee to take.

For more information about parental leave, visit www.fairwork.gov.au/leave.

Employee's details

First name:

Surname:

Position:

Contact phone number:

Leave details

Requests to extend a period of leave must be provided to your employer in writing at least 4 weeks before the date you are due to return to work. Requests to reduce the period of leave are subject to employer agreement. In the case of stillbirth or infant death, requests to reduce or cancel leave must be provided to your employer. Once notice is given, you need to return to work within 4 weeks of your employer receiving the notice. Your employer may write to you requiring you to return on a specific day within that 4 week period. Employees should be aware that reductions in their period of leave may affect their eligibility for Parental Leave Pay under the Australian Government Paid Parental Leave scheme (where applicable). Visit the Department of Human Services' website at www.humanservices.gov.au for further information.

Original parental leave start date:

Original parental leave end date:

New return to work date:

Total additional/reduced period of leave (weeks/days):

Total period of leave (weeks/days; maximum 12 months):

Signature of employee: _____

Date: ____ / ____ / ____

Approval of leave (to be completed by manager/supervisor)

Approval is not required for the first extension of leave if the total period of leave is less than 12 months. Further requests to extend the period of leave to a total period of 12 months from the time leave began are subject to employer approval. While not required, it is recommended that refusal and/or approval of request to extend or vary a period of leave be communicated in writing using either the '[Parental leave – approval of extension](#)' or the '[Parental leave – refusal of extension](#)' template.

Approved Not approved

Reason for refusal (if applicable):

Name of manager/supervisor:

Signature of manager/supervisor: _____ Date: ____ / ____ / ____

PLEASE KEEP A COPY OF THIS FORM FOR YOUR RECORDS

The Fair Work Ombudsman is committed to providing you with advice that you can rely on.

The information contained in this template is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or a workplace relations professional.