

Parental leave notification form

Who can use this template?

Employees may be able to take parental leave when a child is born or adopted. They can take continuous parental leave and flexible parental leave. An employee can use this form to notify their employer of, or update the details of any parental leave that they intend to take.

How to complete this template

In the below template, explanatory information is shown in **blue** to assist you and can be deleted once you have completed this template.

[For more information about parental leave](http://www.fairwork.gov.au/parentalleave), visit www.fairwork.gov.au/parentalleave

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.

Parental leave notification form

Employee's details

First name:

Last name:

Position:

Contact phone number:

This notice relates to:

Maternity leave Paternity leave Adoption leave

Continuous parental leave details

[Explanatory information – please delete once you have finished this template]

This section is to be filled in and provided to your employer at least 10 weeks before starting continuous parental leave. If 10 weeks' notice can't be given, notice should be provided as soon as practicable.

An employer can ask for evidence in support of this notification.

If a pregnant employee continues to work during the 6 week period before the expected date of birth of the child, an employer can ask the employee for evidence that they are fit for work and whether regular duties can continue.

[For information about your parental leave entitlements and obligations, visit www.fairwork.gov.au/leave](http://www.fairwork.gov.au/leave)

Start date of leave:

End date of leave:

Total period of leave (weeks/days):

[Explanatory information – please delete once you have finished this template]

Provide evidence (such as a medical certificate) where requested.

Will I apply for Parental Leave Pay under the Australian Government Paid Parental Leave scheme?

Yes No Unsure

Signature of employee: _____ Date: / ____ / ____

Flexible parental leave

[Explanatory information – please delete once you have finished this template]

This section can be filled in and provided to your employer if you choose to take flexible parental leave. You can access up to 30 days of parental leave flexibly.

If you are also taking continuous parental leave, you must provide written notice to your employer that you want to take flexible parental leave at the same time as you give notice of your continuous parental leave.

If you are only taking flexible parental leave, you must provide written notice to your employer at least 10 weeks before the start of the flexible parental leave.

You can provide notice at a later time if your employer agrees.

[For more information about flexible parental leave visit www.fairwork.gov.au/parentalleave](http://www.fairwork.gov.au/parentalleave)

Dates of leave:

Total period of leave (weeks/days):

Confirmation or change of leave details

[Explanatory information – please delete once you have finished this template]

This section is to be filled in and provided to your employer at least 4 weeks before starting your parental leave (continuous and/or flexible) unless it is not practicable to do so.

Continuous parental leave

Start date:

End date:

Total period of leave (weeks/days):

Signature of employee: _____ Date: ____/____/____

Flexible parental leave

Start date:

End date:

Total period of leave (weeks/days):

Signature of employee: _____ Date: ____/____/____

Acknowledgement of parental leave (to be completed by manager/supervisor)

Name of manager/supervisor:

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

PLEASE KEEP A COPY OF THIS FORM FOR YOUR RECORDS

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