

# Parental leave notification form

This form is for employees to use to notify or update the details of any parental leave that they intend to take.

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

## Employee's details

First name:

Surname:

Position:

Contact phone number:

This request relates to:

Maternity leave     Paternity leave     Adoption leave

## Leave details

*This section is to be filled in and provided to your employer at least 10 weeks before starting leave or if that is not practicable then as soon as is (which may be after the leave has commenced).*

*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):

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

Do you intend to apply for Parental Leave Pay under the Australian Government Paid Parental Leave scheme?

Yes     No     Unsure

Signature of employee: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Confirmation or change of leave details

*This section is to be filled in and provided to your employer at least 4 weeks before starting leave unless it is not practicable to do so.*

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 LETTER 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.*