



## Application for Parental Leave

*Attach with the application: A copy of your child's birth certificate if we do not have one already on file*

Name of child: \_\_\_\_\_

Date of Birth of Child: \_\_\_\_\_

Have you taken parental leave for above name child/children in previous employment?  
YES/NO

If yes, please confirm no of days taken: \_\_\_\_\_

*As per regulation, an employee can take up to a maximum of 26 weeks unpaid parental leave per child, granted to look after a child up to twelve (12) years of age, unless otherwise agreed by your manager. Parental leave is solely granted for the purpose of taking care of the above named child.*

Signature of Employee: \_\_\_\_\_

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

**When you have completed this form, please ensure your manager approves the leave and that you input it into WOW. If you have any questions, please contact the People and Purpose Team via Service Hub.**