



Application for parental leave

Use this form to apply for parental leave for the birth, adoption or fostering of a child.

1. EMPLOYEE DETAILS

Surname	<input type="text"/>
Preferred name	<input type="text"/>
Staff number	<input type="text"/>
Employment basis	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual
Due date / Birth date / Adoption date	<input type="text"/>
Leave as	<input type="checkbox"/> Primary carer <input type="checkbox"/> Partner <input type="checkbox"/> Surrogate

2. LEAVE APPLICATION

Parental leave at full pay (Primary Carer)	from	<input type="text"/>	to	<input type="text"/>
Parental leave at half pay (Primary Carer)	from	<input type="text"/>	to	<input type="text"/>
Parental leave at full pay (Partner's)	from	<input type="text"/>	to	<input type="text"/>
Unpaid parental leave (Primary carer or partner)	from	<input type="text"/>	to	<input type="text"/>
Annual leave	from	<input type="text"/>	to	<input type="text"/>
Long service leave	from	<input type="text"/>	to	<input type="text"/>

I have attached the required documentation to support my application (see Overview)

Provide any additional information below (optional):

3. APPROVAL

Employee	<input type="text"/>	<input type="text"/>
	Signature	Date
Supervisor	<input type="text"/>	<input type="text"/>
	Name and signature	Date
Executive Dean / Head of Office (or nominee)	<input type="text"/>	<input type="text"/>
	Name and signature	Date

Overview

Parental paid and unpaid leave entitlements are set out in the [Parental leave policy](#) and the relevant [Enterprise Agreements](#).

Paid parental leave is offered to eligible staff for the birth, adoption or fostering of child. Entitlements are calculated at the date of the birth of the child (or if adoption related, the date of placement). Paid parental leave for primary carers can be taken at full pay or half pay.

All eligible continuing, fixed-term and long-term casual staff members will be entitled to unpaid parental leave as applicable. A staff member may also take paid annual or long service leave as part of the parental leave period.

An eligible staff member can apply for both paid and unpaid partner's leave at the time of the birth or adoption of a child.

Required documentation for Parental leave (primary carer)

For the birth of a child (including surrogacy*), a medical certificate confirming pregnancy and expected due date. Other documentation may also be required.

For adoption or foster care of a child, evidence of the date the child was taken into care.

Required documentation for Parental leave (partner)

A birth certificate or medical certificate from hospital confirming the birth of the child (including surrogacy*), or evidence of the date the child was taken into care.

** If you are the commissioning parent applying for parental leave, please contact your HR Client Services Team as additional documentation may be required.*

NEXT STEPS

Your [HR Client Services Team](#) can answer any questions you have about your leave.

When you're ready to submit your application, submit the completed form and required documentation to your [Payroll Advisor](#) by email.