# Parental Leave Application Form

### Notes for Employees

1. Please complete this form and send it to your Head of Department/Manager at least **21 days** in advance of the date on which you wish to start Parental Leave.
2. Please attach photocopies of documents proving your eligibility to take Parental Leave (e.g. birth certificate, MATB1 form, evidence of child’s Disability Living Allowance etc).
3. Further information can be found in the Parental Leave Policy and Procedure including the terms and conditions of Parental Leave.

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| --- | --- |
| Name |       |
| Job Title |       |
| Section/Department |  |
| Faculty/Directorate |       |
| Start date for Parental Leave |       |
| End date for Parental Leave |       |
| I wish to take Parental Leave immediately after the birth of my child which is due on (date) |       |
| I wish to take Parental Leave immediately after the adoption of my child which is schedule to take place on: (date) |       |
| Signature |       |
| Date |       |

**Notes for Heads of Department/Managers:**

1. Please read the Parental Leave Policy and Procedure for full instructions in assessing this application.
2. Applications for Parental Leave immediately after the birth or adoption of a child **cannot** be postponed. If the employee is applying for such leave, please sign the form below and send it to your designated HR Officer.
3. In other applications, if the period of proposed parental leave will unduly disrupt School business, the leave can be postponed to a date within a 6-month period from the original requested date.
4. In such cases, please specify the reasons for the postponement on the Parental Leave Application form and suggest some alternative dates for the Parental Leave. You must return the completed form to the employee **within 7 days** and send a copy of the form to your designated HR Officer. It is good practice to hold a brief meeting with the employee to explain the reasons for postponement and discuss possible alternative dates for the leave.
5. If you are able to agree to the proposed dates for Parental Leave, please indicate this and sign the form below and send it to your designated HR Officer as soon as possible. If the approved Parental Leave Application Form is received by the HR Directorate after the monthly payroll deadline in the month where the employee commences unpaid leave, pay deductions will be made the following month.
6. Please fully complete this form to ensure compliance with legislative requirements.

|  |  |
| --- | --- |
| HoD/Manager’s name |  |
| Outcome |  |
| If the leave is to be postponed, please state reasons |       |
| Alternative dates for postponed leave |       |
| Signature |       |
| Date |       |

**HR Directorate**

**SOAS**

**June 2011**