

Giving notice for taking unpaid parental leave – template letter

Who can use this template?

Some employees are entitled to take unpaid parental leave when a child is born or adopted. They can take continuous unpaid parental leave, flexible unpaid parental leave, or a combination of both.

An employee can use this form to notify their employer that they plan to take parental leave. They can also use this form to make changes to their leave dates if the leave hasn't started yet.

For more information about parental leave visit fairwork.gov.au/parentalleave.



IMPORTANT

This template has been colour-coded to help you to complete it. You simply need to replace the **red < > writing** with the information that applies to your situation. You should change all the text to **black** when you're finished.

The **purple writing** shows you extra explanatory information and should also be deleted.

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.

TEMPLATE LETTER – Giving notice for taking unpaid parental leave

Employee's details

First name:

Last name:

Position:

Phone number:

This notice relates to:

Continuous unpaid 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 possible. Your employer can ask for evidence (such as a medical certificate) in support of this notice.

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.

Adoption related leave must not start before the day of placement of the child. Employees are entitled to 2 days of unpaid pre-adoption leave.

For information about your parental leave entitlements and obligations visit fairwork.gov.au/parentalleave.

Start date of leave:

End date of leave:

Total period of leave (weeks/days):

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

Yes No Unsure

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

Flexible unpaid parental leave

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

You can take part of your 12 months of unpaid parental leave flexibly. This section must be filled in and provided to your employer if you choose to do so.

The amount of parental leave that can be taken as flexible parental leave depends on when your child is born or placed for adoption. Find out how much leave you might be entitled to at fairwork.gov.au/parentalleave.

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.

The total amount of flexible and continuous leave can't be more than 12 months unless your employer agrees to extending your 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. The notice may be given at a later time if your employer agrees.

You must also give at least 4 weeks notice of the specific flexible parental leave days you're taking (if any). You can provide notice at a later time if your employer agrees.

For more information about flexible parental leave visit fairwork.gov.au/parentalleave.

Number of days of flexible unpaid parental leave:

Confirmation or change of unpaid 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 4 weeks before starting your parental leave (continuous and/or flexible). If 4 weeks notice can't be given, notice should be provided as soon as possible.

Continuous unpaid parental leave

Start date:

End date:

Total period of leave (weeks/days):

Signature of employee: _____

Date: ____/____/____

Notification of flexible unpaid parental leave dates

[You must give your employer notification of the start and end dates of each period of flexible unpaid parental leave 4 weeks prior to that date or as soon as possible.]

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 FOR YOUR RECORDS