**FORM FOR AN EMPLOYEE TO REQUEST ORDINARY PARENTAL LEAVE**

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| **Name of employee** |  | **Job title** |  |
| **Date of commencement of employment** | |  | |
| **Amount of ordinary parental leave taken previously in respect of relevant child** | |  | |
| I would like to apply for unpaid parental leave from  date:**\***  returning to work on date:**\***  The leave requested relates to the following child for whom I have parental responsibility:  Name of child:  The child was born or is expected to be born on date:**\***  ***\* insert relevant date***  (*please note that applications for ordinary parental leave in periods of a day or multiples thereof may be made only where the child in question is disabled*) | | | |
| I agree that the Company may make enquiries of any of my former employers in relation to any previous periods of ordinary parental leave that I have taken.  I also agree that the Company may postpone the parental leave I have requested by up to six months in the event that the leave (a) does not coincide with the expected week of the child's birth or adoption and (b) the business would otherwise be unduly disrupted by my absence. | | | |
| **Signed** |  | **Date** |  |