

Parental Leave Application Form – HR 108 (j)

This form is to be used by employees to apply for Parental Leave
 Please complete in Block Capitals/Tick appropriate boxes
 Information will be input on the HR/Payroll System for the purposes of Personnel and Payroll Administration.
 Date field format DDMMYY

Section 1. To be completed by the employee														
Surname:	First Name:													
Grade:	Personnel No:													
Location:	PPS No:													
Name of child:														
Date of birth of child:														
Date of adoption order (if applicable)														
Please note that this notification should be accompanied by the birth certificate or adoption order of the child.														
Section 2. Please provide details of the manner in which you propose to take Parental leave														
Section 3. Please Give Details of the Duration of the proposed Parental Leave														
From										To				
Section 4. Date on which you propose to commence Parental Leave														
Proposed commencement date														
Section 5. Confirmation														
<p>I declare the information given above is true and correct. I also declare that I have read and understand all the terms and conditions of the Parental Leave Scheme. I understand that the leave must be used for the purpose for which it is being sought.</p>														
Signature	Date													

If Faxing please ensure that the Employee's Name and Personnel Number are included on each page of the form

Name: _____ Personnel No: _____

Section 6. To be completed by the Line Manager

I have checked the relevant supporting documentation required for the leave requested and confirm that leave approved complies with the terms outlined in the relevant HR policy.

Application Approved (tick box) OR Application Refused (tick box)

Comments (if application is refused, state reason)

Signature _____ Date _____

Name (Capitals) _____ Grade _____

Contact Phone No: _____ Mobile No: _____

E-mail Address _____

Section 7. Delegated Officer Approval

Name (Print) _____ Signature _____

Tel No _____ Date _____

Decision No.

Section 8. To be completed by Human Resources Personnel Administration

Is Employee in receipt of Interim payment Yes No Stop Interim payment Yes No

Payroll notified to cease interim payment Yes No Date _____

System Updated by: _____ Date _____

Comments

Section 9. Payroll Section

Location Code _____

Checked by Payroll

Name (Print) _____ Signature _____

Tel No _____ Date _____

Section 10. Circulation List

1 _____ 2 _____

3 _____ 4 _____

5 _____ 6 _____

7 _____ 8 _____

Confirmation Document

Purpose: This document is to confirm that both the Line Manager and Employee are agreeable to the taking of Parental Leave over the course of the From and To dates and to the way in which it will be taken, as stated below.

This document must be completed no later than four weeks before the leave is due to begin. Once this document has been signed by both parties, it cannot be altered unless both parties agree. The applicant must be given a copy of this confirmation document.

Section 1 To be completed by Employee

Surname:	First Name:
Grade:	Personnel No: <input type="text"/>
Location:	PPS No: <input type="text"/>
Name of Child	
Date of birth of child	<input type="text"/>
Date of adoption order (if applicable)	<input type="text"/>

Section 2 Confirmation Agreement

From	<input type="text"/>	To	<input type="text"/>
Agreed manner and duration of Parental Leave:	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		

Effective Period of Parental Leave

Date of commencement	<input type="text"/>
Date of termination	<input type="text"/>

To Be Completed by Employee

Signature	Date	<input type="text"/>
Name (please Print)	Tel No	<input type="text"/>
e-mail address	Mobile No	<input type="text"/>

To be completed by Line Manager on behalf of HSE

Signature	Date	<input type="text"/>
Name (please Print)	Tel No	<input type="text"/>
e-mail address	Mobile No	<input type="text"/>