**Form PARL 1: Notice of intention to take unpaid Ordinary Parental Leave**

**To be completed by employee and given to Line Manager for approval.**

(see Ordinary Parental Leave Policy for details)

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| **Your Details** |
| Surname: |  |
| First name(s): |  |
| Post title: |  |
| Organisational Unit: |  |
| Contact phone number: |  |
| Employee number (on payslip): |  |
| **Dates for Leave** |
| Date the child was born/ placed for adoption/or date that you became legally responsible for the child: |  |
| Does the child receive disability living allowance: | Yes/ No |
| Amount of parental leave already taken in respect of this child (including leave obtained from previous employers): |  |
| Name of child that request is made in respect of: |  |
| Dates of and amounts of parental leave requested in this application: |  |
| **Declaration** |
| You must be able to tick both boxes to get parental leave entitlement: | I declare that:* I have responsibility for the child’s upbringing
* I will take time off work to care for the child
 |
| Signature: | Date: |
| **To be completed by Line Manager and sent to People & OD Operations to amend pay** |
| Unpaid leave approved for – dates: |  |
| Manager Name: |  |
| Manager Signature: | Date: |