



Application for Parental Leave

Name: _____

Post: _____

- I wish to apply for parental leave
- I have caring responsibilities for a child
(if your name does not appear on the birth certificate, you will have to provide further proof of caring responsibility)
- My purpose in requesting leave is to care for my child
- I understand that any false information that I give on this form may result in disciplinary action being taken against me
- I attach the following information:-

My child's date of birth _____

Birth certificate enclosed Yes No

Proof of caring responsibility (if different to birth certificate)
_____ (please enclose proof)

I have taken _____ days parental leave for this child with another department / employer

Are you also employed in another City of London Corporation dept.?

If Yes, please provide details:- _____

Is your child adopted? If yes please provide:-

The placement date of my child _____

Proof of adoption enclosed Yes No

Is your child disabled?

Proof of disability enclosed Yes No

Signed: _____

Date: _____

Authorised: _____

Date: _____