



Parental Leave Record

Name of employee: _____
Name of child: _____

To be completed by Departmental HR

Entitlement: _____
Start date of entitlement: _____
Expiry date of entitlement: _____
Authorised signature: _____

- Parental leave is limited to 4 weeks per child per year
- Sufficient notice must be provided
- Once authorised by the line manager please forward to departmental HR to process the request

Dates of Leave		Number of days taken	Balance	Approved by Line Manager	Recorded by HR	Pay Office Notified
From	To					

If a period of parental leave is not authorised, the line manager must put their reasons in writing. An alternate date should be discussed and mutually agreed.