

PARENTAL LEAVE APPENDICES DOCUMENT

**These appendices are to be used in accordance with the
Parental Leave Section
of the
Maternity, Maternity Support (Paternity), Adoption and Parental Leave Policy,
HaRD 014**

Appendix 1 PAR1 - Application for Parental Leave

Appendix 2 Letter to employee

APPLICATION FOR PARENTAL LEAVE

PERSONAL INFORMATION	
Full Name	Assignment Number:
Job Title:	Base:
Department:	Team:
Line Manager:	Hours (per week)
Date of Appointment with NHS:	Worked:
Address for Correspondence:	Date Joined this Organisation:
	Postcode:
E-mail Address:	
Contact Numbers:	
Home:	Work: Mobile:
PARENTAL LEAVE REQUEST	
Amount of Leave Requested:	Days / Weeks (delete as appropriate)
Date Leave is to start: (you must endeavour to give at least 21 days' notice prior to requested leave starting)	
I request authority for the above parental leave and I accordingly authorise deduction from my pay. I understand that leave requested can be postponed in exceptional circumstances and a written explanation will be provided.	
I have read and understood the Parental Leave Policy, including my entitlement to time off and the responsibilities of both myself and my manager.	
Applicant Signature:	
Date:	

To be completed by Manager
I authorise this application for Parental Leave
OR
I wish to defer this application for Parental Leave until _____(enter new date) This is for the following reason(s):
I have discussed this with the applicant and the new date has been agreed.
Manager Signature:
Date:
Job Title:


**Harrogate and Rural District
Clinical Commissioning Group**

DATE

Private & Confidential

Workforce Team
North Yorkshire & Humber CSU

ADDRESS
ADDRESS
ADDRESS

Tel no
Email:

Dear (NAME),

RE: PARENTAL LEAVE (NAME) – (N.I. NUMBER) - (ASSIGNMENT NUMBER)

Thank you for your application to request to take Parental Leave.

As agree by your line manager, your authorised Parental Leave period is as follows:

Start date of leave: **[INSERT DATE]**

Duration of leave: _____ Days / Weeks **(DELETE AS APPROPRIATE)**

Date you will return to work: **[INSERT DATE]**

Employees who have nominated caring responsibility for a child under the age of 14, or under the age of 18 in cases of adoption or a disabled child, are entitled to 18 weeks Parental Leave, with a maximum of 4 weeks per year.

To date, including the above period, you have currently used ____ weeks Parental Leave (____ weeks in the last 12 month period.)

As you are aware, Parental Leave is taken unpaid and as such your salary for the above period will be amended accordingly.

Annual leave will continue to accrue during parental leave, however Bank Holidays do not.

If you have any issues surrounding this outcome, or have any queries in regards to Parental leave, please do get in touch with your line manager or a member of the Workforce Team.

With best wishes

Workforce Support Officer
CC: Line Manager