**Unpaid Parental Leave**

**Application Form**

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| Before completing this form, please read the Unpaid Parental Leave section in the UECS [Family Leave Policies](https://www.essex.ac.uk/staff/uecs-and-wivenhoe-house-staff/uecs-staff) document. |

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| You should download this form and save it on your computer before completing it. |

**Employee Details**

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| **Surname:** | Click to enter text | **Forename/s:** | Click to enter text |
| **Department:** | Click to Select | **Name of Manager:** | Click to enter text |

**Details of Parental Leave**

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| You can take a maximum of 4 weeks parental leave in any 12 month rolling period after one year’s qualifying service. This must be taken in blocks or multiples of one week.A maximum of 18 weeks can be taken before a child’s 18th birthday. |
| **Child’s date of birth:** | Click to enter date of birth |
| **Number of weeks you wish to book:** | Click to Select |
| **Week 1 date commencing:** | Select start date |
| **Week 2 date commencing:** | Select start date |
| **Week 3 date commencing:** | Select start date |
| **Week 4 date commencing:** | Select start date |
| Parents of children who are in receipt of either Disability Living Allowance or Personal Independence Payment can take parental leave in periods of less than one week. |
| **I confirm that I am in receipt of DLA for my child:** |[ ]
| **I confirm that my child receives PIP:** |[ ]
| **And I wish to book the following dates:** |
| **Date from:** | Select start date | **Date to:** | Select end date |
| **Date from:** | Select start date | **Date to:** | Select end date |
| **Date from:** | Select start date | **Date to:** | Select end date |
| **Date from:** | Select start date | **Date to:** | Select end date |
| **Date from:** | Select start date | **Date to:** | Select end date |
| **Date from:** | Select start date | **Date to:** | Select end date |

**Employee Declaration**

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| I confirm that I am named on the child’s birth / adoption certificate, or I have parental responsibility for the child (or will have by the date the unpaid parental leave commences): |[ ]
| I confirm that the child is below the age of 18: |[ ]
| I confirm during the period of unpaid parental leave I will care for the child or make arrangements for their welfare: |[ ]
| **Print Name:** | Click to enter text | **Date Signed:** | Select Date … |
| **Signed:** |  |
| * Sign the form by either typing your name or uploading a JPEG image of your signature.
* Save the completed form and send it by email to your manager.
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**Manager Approval**

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| **Print Name:** | Click to enter text | **Date Signed:** | Select Date … |
| **Signed:** |  |
| * Sign the form by either typing your name or uploading a JPEG image of your signature.
* Save the completed form and send it by email to People & Culture.
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