**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. | | | |

**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](mailto:staffing@essex.ac.uk). | | | |