

## Notice/request to change duration of parental leave

Name:		C Number:	
Position:			
School/Office:			
<b>Employee parental leave details</b>			
Period of leave as currently approved (including any extension/s if relevant)	Start date:	End date:	Total weeks:
Type of request	<input type="checkbox"/> Notice of First Extension I wish to request to extend my period of parental leave (see current dates above) and return to work on ..... (See dates below).	<input type="checkbox"/> Request Second or Subsequent Extension I wish to extend my period of parental leave (see original dates above) and return to work on ..... (See dates below).	<input type="checkbox"/> Request to shorten I request to shorten my original leave period (see original dates above) and return to work on or around..... (Insert date).
Period of leave (inclusive of extension length or reduction)	Start date:	End date:	Total weeks:
Additional comments (if any):			
Employee signature:		Date:	
<b>Employer response</b>			
<p><b><u>First Extension:</u></b></p> <input type="checkbox"/> I note that this is the first time you have extended the period of your parental leave and that your new return to work date will be ..... (Insert date).			
<p><b><u>Second or subsequent extension OR Request to shorten period of leave (please circle):</u></b></p> <input type="checkbox"/> I am able to accommodate your request to further extend your parental leave <b>OR</b> shorten your parental leave and I confirm that your new return to work date is .....			
<p><b>OR</b></p> <input type="checkbox"/> I am unable to accommodate your request to further extend your parental leave <b>OR</b> shorten your parental leave and I confirm that your return to work date remains .....			
Additional comments (if any):			
Employer signature:		Date:	

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### Guidance Notes for Employees:

#### Please read for: Notice of first extension of parental leave:

- Read clause 20 'Changing the end date of leave' (especially 20(1)) of Appendix 1.
- To be provided to your Employer at least **4 weeks** before the original end date of your parental leave.
- You have an automatic right to the first extension of your parental leave.
- The total period of parental leave including the extension must not be more than 156 weeks (unless the period is extended to enable return to work at the start of a school year).

#### Please read for: Second or subsequent request to extend parental leave:

- Read clause 20 'Changing the end date of leave' (especially 20(2)) of Appendix 1.
- You may only extend your parental leave a second or subsequent time with the agreement of your Employer.
- There is no time stipulation on providing this letter to your Employer. However, to increase your chances of reaching an agreement with your Employer, we recommend providing as much notice of your request as practicable.
- The total period of parental leave including the extension must not be more than 156 weeks (unless the period is extended to enable return to work at the start of a school year).

#### Please read for: Request to shorten parental leave:

- Read clause 20 'Changing the end date of leave' (especially 20(3)) of Appendix 1.
- Do not use this letter if the reason you wish to shorten parental leave is because of miscarriage, still birth, cancellation of the placement for adoption or because your child has died. Use instead form 'Notice to shorten parental leave (due to miscarriage, still birth, cancellation of placement or child dies)'.  
• Shortening the period of parental leave may only be done with the agreement of your Employer.
- There is no time stipulation on providing this letter to your Employer. However, to increase your chances of reaching an agreement with your Employer, we recommend providing as much notice of your request as practicable.

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### Guidance Notes for Employers:

#### Please read for: Notice of first extension of parental leave:

- Read clause 20 'Changing the end date of leave' (especially 20(1)) of Appendix 1.
- The Employee has an automatic right to the first extension of their parental leave.
- The total period of parental leave including the extension must not be more than 156 weeks (unless the period is extended to enable return to work at the start of a school year).
- Complete and return to the Employee as soon as practicable. Retain a copy for the school's records.

#### Please read for: Second or subsequent request to extend parental leave:

- Read clause 20 'Changing the end date of leave' (especially 20(2)) of Appendix 1.
- The Employee may only extend their parental leave a second or subsequent time with your agreement.
- The total period of parental leave including the extension must not be more than 156 weeks (unless the period is extended to enable return to work at the start of a school year).
- It may be necessary to meet with or telephone the Employee to discuss return to work dates further before making your decision.
- Complete and return to the Employee as soon as practicable after you have made your decision. Retain a copy for the school's records.

#### Please read for: Request to shorten parental leave:

- Read clause 20 'Changing the end date of leave' (especially 20(3)) of Appendix 1.
- Shortening the period of parental leave on the Employee's request may only be done with your agreement. There is no automatic right to return to work early (unless circumstances in clause 6 or 7 of Appendix 1 apply).
- It will often be necessary to meet with or telephone the Employee to discuss matters further before making your decision (e.g. it may be that you can accommodate the Employee returning to work early in a different position or on a part-time basis).
- Complete and return to the Employee as soon as practicable after you have made your decision. Retain a copy for the school's records.