

**Confirmation or change of parental leave details  
(Second Notice)**

Name:		C Number:	
Position:			
School/Office:			
<b>Employee parental leave details</b>			
<input type="checkbox"/> I confirm there has been no change to my parental leave details (confirm dates below). OR <input type="checkbox"/> I advise that there has been a change to my parental leave details (new dates below).			
Expected date of birth/day of placement:			
<i>Period of leave</i>	Start date:	End date:	Total weeks:
<b>Spouse parental leave details</b>			
<input type="checkbox"/> I confirm there has been no change to my spouse's parental leave details (confirm dates below). OR <input type="checkbox"/> I advise that there has been a change to my spouse's parental leave details (new dates below).			
<i>Period/s of leave</i>	Start date:	End date:	Total weeks:
	Start date:	End date:	Total weeks:
<b>Additional Information</b>			
Additional comments (if any):			
Employee signature:		Date:	
<b>Employer response</b>			
<input type="checkbox"/> I note the change to the parental leave details of the employee or their spouse. OR <input type="checkbox"/> I note that there is no change to the parental leave details of the employee and/or their spouse.			
Additional comments (if any):			
Employer signature:		Date:	

## Confirmation or change of parental leave details (Second Notice)

### Guidance Notes for Employees:

- All Employees must confirm the parental leave details of themselves and their spouse, regardless of whether there has been any change to the parental leave details of you or your spouse.
- Read clause 8 'Notice and evidence' (especially 8(6)) of Appendix 1.
- See also clause 3 'Period of leave' of Appendix 1.
- Provide to your Employer at least **4 weeks** before the intended start date of leave (unless not practicable in the circumstances).
- If you are unable to provide exact dates for parental leave (e.g. fathers commencing leave on the birth of the child), provide as much information as possible in the form and make a note under 'Additional comments' (e.g. that the dates may vary depending on the date of birth of the child).

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**Guidance Notes for Employers:**

- Read clause 3 'Period of leave' and clause 8 'Notice and evidence' of Appendix 1. Providing this completed form to you satisfies the requirement in clause 8(6).
- Complete and return to the Employee as soon as practicable. Retain a copy for the school's records.