

Name:		C Number:	
Position:			
School/Office:			
Employee parental leave details			
Expected date of birth/day of placement:			
Type of leave	<input type="checkbox"/> Parental	<input type="checkbox"/> Partner	<input type="checkbox"/> Adoption
Period of leave	Start date:	End date:	Total weeks:
Spouse parental leave details			
My spouse will be taking a period/s of parental leave: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Period/s of leave	Start date:	End date:	Total weeks:
	Start date:	End date:	Total weeks:
Evidence			
I have attached a medical certificate confirming the pregnancy and expected date of birth (birth-related leave).			
<u>OR</u>			
I have attached evidence of the expected day of placement and that the child will be aged less than 16 years (adoption-related leave).			
Payment information			
If eligible for paid maternity or adoption leave, I intend to take the payments at:			
<input type="checkbox"/> Full pay <input type="checkbox"/> Half pay			
Note: 1) for paid partner leave – such leave can only be taken at full pay 2) for paid maternity or adoption leave - after election is made to receive payments at half pay or full pay, this cannot be changed.			
Do you intend to apply for Parental Leave Pay under the Australian Government Paid Parental Leave scheme? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure			
Additional information			
Additional comments (if any):			
Employee signature:			Date:

Employer response			
<input type="checkbox"/> The Employee is eligible for paid parental leave of week/s. <u>OR</u> <input type="checkbox"/> The Employee is not eligible for paid parental leave.			
Payment information (Attach payment information for entitlements under VCMEA 2018)			
Period/s of payment	Start date:	End date:	Total weeks:
Additional comments (if any):			
Employer signature:			Date:

Guidance Notes for Employees:

- Read clause 8 'Notice and evidence' (especially 8(1)-(5)) of Appendix 1. Providing this completed form to your Employer satisfies the requirement for written notice in clause 8(1).
- See also clause 2 'Eligibility', clause 3 'Period of leave' and clause 4 'Paid parental leave' of Appendix 1.
- Provide to your Employer at least **10 weeks** before the intended start date of leave (unless it is not practicable in the circumstances).
- As soon as reasonably practicable, notify the employer of any change to the intended start date of the parental leave.
- 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).
- The last day of your leave will be the last day of your contract if you are employed under a fixed term contract that ends during your period of parental leave.
- If your spouse is an employee (whether in Catholic education or elsewhere) and intends to take a period of paid parental leave, you must tick 'yes' under 'Spouse parental leave details' and provide details. If your spouse is not an employee (e.g. they are a homemaker or an independent contractor) or is an employee but does not intend to take parental leave, tick 'no'.
- If your spouse intends to take more than two periods of parental leave, indicate these dates and periods (e.g. add additional rows in the document or attach a separate piece of paper).
- If the leave is birth-related, attach a medical certificate confirming your/your spouse's pregnancy and stating the expected date of birth of the child.
- If the leave is adoption-related, attach evidence of the expected day of placement of the child and that the child will be aged less than 16 years as at the day of placement.
- If you are currently on parental leave in respect of a previous child, specify this under 'Additional comments'. The start date of your subsequent period of parental leave will be the date of birth/day of placement of the next child.
- If the leave is adoption-related leave and you and your spouse are both employed in Catholic education, specify under 'Additional comments' how you wish any paid parental leave to be apportioned (e.g. 7 weeks each).
- Note that an employee may take up to eight weeks of parental leave at the same time that the Employee's spouse also takes parental leave and this is known as concurrent leave.
- Concurrent leave cannot be taken before the birth or placement of the child.
- The concurrent leave may be taken in separate periods, but, unless the employer agrees, each period must not be shorter than two weeks.

Guidance Notes for Employers:

- Read clause 2 'Eligibility', clause 3 'Period of leave', clause 4 'Paid parental leave', clause 8 'Notice and evidence' of Appendix 1. Providing this completed form to you satisfies the requirement for written notice in clause 8(1).
- If an Employee is requesting half pay parental leave, you can access the half pay parental leave calculator on the CEVN website. Please also refer to CECV Information Sheet – [Calculation of half pay parental leave July 2019](#).
- Complete and return to the Employee as soon as practicable as well as the template letter confirming parental leave details. Retain a copy for the school's records.
- It is recommended to advise an Employee that where they have elected to take paid parental leave at half pay or full pay, this cannot be altered once the payments have been made.
- Enclose a copy of Appendix 1.
- If the Employee is employed under a fixed term contract that ends during their period of parental leave, the last day of their leave will be the last day of their contract. If relevant, note under 'Additional comments' that the balance of any paid parental leave will be paid to them as a lump sum (clause 4(14)-(15) of Appendix 1).
- If the Employee is employed under a fixed term contract and is eligible for parental leave and the expected date of birth is no more than six weeks after the end of their fixed term contracts, the employee will receive the payment as a lump sum. If relevant, note under 'Additional comments' that a lump sum of any paid parental leave will be paid to them at the end of the contract (clause 4(14) and (16)).