

HUMAN RESOURCES
PARENTAL (including PARTNER) LEAVE APPLICATION - (page 2)

SECTION 4 - APPLICATION/NOTIFICATION AND DOCUMENTATION REQUIREMENTS

(Please refer to the UWA Parental Leave Policy for full details)

Application/Notification Requirements

Prior to commencement of leave

- This application must be submitted at least 10 weeks before the date you are intending to commence paid or unpaid parental leave
- If adopting a child, a shorter period is acceptable if the adoption agency requires an earlier placement of the child, or for other special circumstances

After commencement of leave

- If you decide to reduce or extend the period of leave advised in this application, you must provide six weeks notice
- All staff on parental leave are required to confirm their return to work date at least six weeks before the expiry of their leave

NOTE : If you are intending to apply for the Return To Work Bonus (RTWB) you may submit an application with this form, or at a later date while you are on parental leave. Any such application **must** be approved by the appropriate delegate in your work area and forwarded to Human Resources no less than six weeks before your return to work date.

Documentation Requirements

Prior to commencement of leave

- Parental/Partner Leave Application
- Medical confirmation of pregnancy with estimated date of birth / statement of intention to adopt with estimated date of placement
- Witnessed Declaration confirming role as primary care giver (for parental leave only). Pro-forma on Page 3 of this form.

After birth/adoption of child

- Medical/birth certificate confirming the date of birth, or
- Appropriate documentation from the relevant adoption agency confirming the date of place
- Certificate from a registered medical practitioner indicating fitness to resume work if you wish to return to work less than six weeks after the birth date.

SECTION 5 - EMPLOYEE'S DECLARATION AND SIGNATURE

Declaration :

I confirm that I have read and understand the terms and conditions contained in the UWA Parental Leave Policy.

I would like HR Services to contact me to arrange a meeting to discuss my Parental Leave Application

Employee signature Date (dd/mm/yy)

Employee name (please print)

SECTION 6 - LEAVE APPROVAL

Does this employee receive a non-superable allowance, eg, HDA, special allowance etc?
If "Yes", should they receive this allowance while on leave?

Yes No
Yes No

Signature of Approved Delegate (See HR Delegations)

Date (dd/mm/yy)

Name (please print)

Telephone

SECTION 7 - ONLINE LEAVE APPROVAL DELEGATION

If you are an ESS leave approver, and no-one will be acting in your position whilst away, please indicate the name of the temporary delegated leave approver.

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SECTION 8 - DECLARATION (Parental Leave only)

I (full name)

do solemnly and sincerely declare that:

1. In relation to the period of parental leave sought, I will be the primary care giver and will assume the principal role for the delivery of care and attention to the child/children. Any assistance utilised in this respect will only be for short periods or to supplement my role as the principal provider of care and attention to the child/children.
2. My partner will be engaged in paid employment, full-time study or other verifiable activities during the period of parental leave I have sought, and will not be providing care to the child/children during the hours that I would otherwise regularly work at the University.
3. My partner—

will not be accessing any paid parental leave in respect of birth or adoption of this child

will be accessing weeks paid parental leave in respect of birth or adoption of this child

Signature of Employee

Date (dd/mm/yy)

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Name of Supervisor

Signature of Supervisor

Date (dd/mm/yy)

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