



## Parental Leave Request Form - PARL1

Please submit a completed copy of this form to your line manager for authorisation at least 21 days before the date on which your period of requested parental leave is due to commence.

This form should then be forwarded to the Payroll Team; [payrollusers@midcounties.coop](mailto:payrollusers@midcounties.coop) or Payroll Enquiries, Personnel Services Group, The Midcounties Co-operative, Co-operative House, Warwick Technology Park, Gallows Hill, Warwick, CV34 6DA. Please also email a copy of this form to [familyleave@midcounties.coop](mailto:familyleave@midcounties.coop).

Name:  Payroll No:

Place of Work:

Length of Service:

### **I am requesting unpaid parental leave**

From:  To:

Child's age:

OR Date baby is due/ date of placement for adoption:

This is the first request for ordinary parental leave   
*If this is your first request since joining the Society, please attach a copy of the birth or placement certificate*

I have previously taken ordinary parental leave (including with a previous employer) as follows:

From: ..... To: .....

From: ..... To: .....

From: ..... To: .....

<b>Policy name:</b>	Parental Leave Request Form – PARL1	<b>Date of last review:</b>	April 2022
<b>Policy owner:</b>	HR	<b>Issue number:</b>	002

Number of weeks parental leave previously taken:

**Colleague Declaration**

I am aware that the limit on the amount of parental leave which I can take in a year is 4 weeks for each child. Leave must be taken in units of whole weeks rather than individual days, but leave can be taken as individual days where the child is disabled.

Furthermore, I am aware that this request must be submitted 21 days before the start of parental leave.

Signed:

Date:

.....

Reply section to be completed by line manager in conjunction with advice from their HR Advisor.

You are not eligible for parental leave because\*:

Your request for parental leave has been authorised\*.

Manager's Signature: ..... Date: .....

\*Please delete as applicable.

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