

Parental Leave Request Form

Please complete this confidential form to provide notification to your partner/manager and the Head of People and Culture of your requirements for parental leave.

Please refer to the Parental Leave Policy for details of your main rights and responsibilities in relation to parental leave.

In relation to a Pregnancy: Employees must complete this form no later than the end of the 15th week before childbirth.

In relation to an Adoption: Employees must complete this form no later than 7 days after being matched with a child or, where relevant, receiving notification of the date the child will arrive in Jersey.

Please provide a copy of medical evidence of pregnancy and/or the child's birth certificate or adoption notification documents.

Employee Information	
Employee name	
Partner/Manager name	
Department	
Expected week of birth/placement date/arrival in Jersey date	

By ticking this box, you confirm that you expect to have responsibility for raising the child: ☐

By ticking this box, I confirm that at least 1 of the 4 points below is correct: ☐

1. I am the mother of the child.
2. I am the father of the child, or the person who is married to, the civil partner of, or the partner of the child's mother or adopter. That person must also expect to have responsibility for the upbringing of the child.
3. I am the child's adoptive parent.
4. I am intended parent in a surrogacy arrangement.

You may choose to take the 52 weeks of parental leave:

- a) In up to 3 blocks, over a 2-year period.
- b) Each block of leave will be for no less than 2 weeks in the case of each such period.

If the child is not born/adopted by your first date, you must substitute a different start date.

Intended dates for ALL parental leave periods must be set out below:

Start date of parental leave	
End date of parental leave	

Parental Leave Request Form

If you are taking parental leave in more than one block please set out all additional start and end dates below:

Start date of parental leave	
End date of parental leave	

Start date of parental leave	
End date of parental leave	

Please detail any request to take your annual leave entitlement before or after your paternal leave:

I understand that if I wish to change these dates, I must give 42 days' notice.

Employee:

Signed: Date: