

## Parental leave – request to extend leave beyond initial 12 months

### Who can use this template?

This form is to be used to request an extension of unpaid parental leave for a further period of up to 12 months immediately following the end date of the initial 12 month period. Employees can request a total of 24 months of unpaid parental leave from the date of birth or placement of the child.

### How to complete this template

In the below template, explanatory information is shown in blue to assist you and can be deleted once you have completed this template.

[For more information about parental leave, visit www.fairwork.gov.au/parentalleave](http://www.fairwork.gov.au/parentalleave)

The Fair Work Ombudsman is committed to providing you with advice that you can rely on.

The information contained in this template is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or a workplace relations professional.

# Parental leave – request to extend leave beyond initial 12 months

## Employee’s details

First name:

Last Name:

Position:

Contact phone number:

## Leave details

[Explanatory information – please delete once you have finished this template]

Requests to extend a period of leave must be provided to your employer in writing at least 4 weeks before the date you are due to return to work.

Original parental leave start date:

Original parental leave end date:

New return to work date:

Total additional period of leave (weeks/days):

Total period of leave (weeks/days; maximum 24 months):

## For employee couples (parents who are both employees)

[Explanatory information – please delete once you have finished this template]

The total additional period of leave cannot exceed 12 months less any unpaid parental leave taken by the other member of the employee couple as well as any flexible unpaid parental leave that the other member of the employee couple has given notice of but not yet taken.

Total period of parental leave taken by partner at the beginning of the proposed extension:

If your partner has notified their employer of taking flexible unpaid parental leave – number of flexible days that the other member has left before the proposed extension starts:

Signature of employee: \_\_\_\_\_ Date: / \_\_\_\_ / \_\_\_\_

## Approval of leave (to be completed by manager/supervisor)

Approved     Not approved

Reason for refusal (*if applicable*):

[Explanatory information – please delete once you have finished this template]

The employer must give the employee a written response no later than 21 days after the request is made.

They may only refuse a request to extend leave beyond the initial 12 month parental leave entitlement if they have given the employee a reasonable opportunity to discuss their request, and there are reasonable business grounds to do so. If a request is refused, the written response must include details of the employer's reasons.

Name of manager/supervisor:

Signature of manager/supervisor: \_\_\_\_\_ Date:    \_\_\_ / \_\_\_ / \_\_\_

PLEASE KEEP A COPY OF THIS LETTER FOR YOUR RECORDS

The Fair Work Ombudsman is committed to providing you with advice that you can rely on.

The information contained in this template is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or a workplace relations professional.