**Southampton City Council**Human resources and organisational development

|  |
| --- |
| **Unpaid parental leave application** |
| Use this form if you wish to take up to 18 weeks of unpaid parental leave - giving at least 21 days notice1. Download and save
2. Read the [policy](https://staffinfo.southampton.gov.uk/hrod/worklife/holiday-absence/family_leave/unpaid_parental.aspx)
3. Fill in all the information
4. Send a copy to payroll.pensions@southampton.gov.uk
 |
| **Your privacy** – it is important that the data we hold about you is up-to-date and correct. Read about what we do with it in the [HR and recruitment privacy notice](http://www.southampton.gov.uk/jobs/hr-recruitment-privacy-notice.aspx)  |
| Requester details |
| Name: |       |
| Resource ID: |       *Example: 10012345* |
| Email: |       |
| Job title: |       |
| **I am submitting this request on behalf of an employee: (if yes, tick the box and fill in the employee details below)**  | [ ]  |
| Employee details |
| Name: |       |
| Resource ID: |       *Example: 10012345* |
| Team: |       |
| Child details |
| Please tick one of the options: |
| I am a parent of a child under 18 years' old | [ ]  |
| I adopted a child and I understand that I am eligible to apply for leave from the date of the adoption until the child’s 18th birthday | [ ]  |
| I have acquired formal parental responsibility for a child | [ ]  |
| I have a significant parenting role to a child e.g. foster parent, adoptive parent (prior to placement), step-parents or grand-parents | [ ]  |
| **Please attach the documents into the email when sending this form and tick the boxes of the documents you attached:** |
| **Birth certificate** | [ ]  | **Certificate of adoption/parental order for surrogacy** | [ ]  |
| **Parental responsibility** | [ ]  | **Disability living allowance** | [ ]  |

|  |
| --- |
| Leave details |
| Leave start date: | Click or tap to enter a date.  |
| Leave end date | Click or tap to enter a date. |
| Weeks: |       |
| Is this your first application for unpaid parental leave? (if yes, tick the box and fill in the field below) | [ ]  |
| Weeks taken previously: |       |
| Additional information |
| Any other details: |       |
| Confirmation |
| I confirm that the information on this form is correct and up to date. Selecting the box below acts as a signature. |
| Employee: | [ ]  | Date | Click or tap to enter a date. |
| Manager name: |       | [ ]  | Date | Click or tap to enter a date. |

**What next?** – email this form to payroll.pensions@southampton.gov.uk and attach all the documentation you selected (above).