



HR51 – Parental Leave Application Form

(Use for Maternity / Adoption Leave only)

Please note: you must notify your supervisor no later than 10 weeks prior to your intended start date. Refer to the [UNSW Parenting Booklet](#) and [Parental Leave Checklist for Staff](#) for comprehensive information on parental leave.

STAFF MEMBER DETAILS

(HR.V1.0 - 7.05.18)

zID: _____

First Name: _____ Last Name: _____

Type of Employment: Full-Time Part-Time Casual

Start of leave date:	End of leave date:
----------------------	--------------------

LEAVE ARRANGEMENTS

Paid Maternity / Adoption Leave		Comments
<input type="checkbox"/>	Full Pay	
<input type="checkbox"/>	Half Pay	
Other Leave		
Additional Information		

EMPLOYEE ACKNOWLEDGEMENT AND SIGNATURE

I agree to meet and comply with the maternity / adoption leave entitlements set out in clause 33.5 of the [UNSW Australia \(Academic Staff\) Enterprise Agreement 2015](#) or clause 39.5 of the [UNSW Australia \(Professional Staff\) Enterprise Agreement 2015](#)

- Certificate from relevant doctor or midwife stating the expected date of birth is attached.
- Documents from adoption agency, stating the expected date of placement are attached.

Employee's Signature: _____ Date: _____

SUPERVISOR ACKNOWLEDGEMENT AND SIGNATURE

Supervisor's Name: _____

Supervisor's Signature: _____ Date: _____

HUMAN RESOURCES ACKNOWLEDGEMENT AND SIGNATURE

Human Resources contact signature: _____ Date: _____

Human Resources Contact Name: _____

Submit your form and attached documents to leave@unsw.edu.au (copy your supervisor) no later than four weeks prior to your intended start date.