PARENTAL LEAVE APPLICATION

Pinnacle College Parental Leave Entitlements

Primary caregiver
Period of employment: Less than 12 months – No leave entitlement
Period of employment: 12-23 months – 12 months **unpaid** leave entitlement
Period of employment: 24+ months – 12 weeks' **paid** parental leave entitlement

Spouse or de facto partner of the primary caregiver
Period of employment: Less than 12 months – No leave entitlement
Period of employment: 12+ months – 5 days **paid** parental leave and 10 days **unpaid** parental leave entitlement

The rate of payment for paid leave will be the Employee's permanent fraction of time plus any regular allowances payable immediately before commencing the leave.

In the event of subsequent childbirth, to be eligible for additional periods of paid parental leave, the Employee needs to accrue at least **18 months continuous service** between the date that the employee returned to work after the previous period of parental leave and the date that the Employee commences the subsequent period of parental leave.

For more information regarding your leave entitlements, please refer to the National Employment Standards (NES) and the Burc College Enterprise Agreement 2014.

1. Parental Leave Details:

Date of expected delivery: _____

I would like my parental leave to start on: _____

I would like my parental leave to end on: _____

I am the ☐ Primary caregiver ☐ Spouse or de facto partner of the primary caregiver

Staff Name: _____

Sign: _____ **Date:** / /

2. Daily Organiser / Office Manager:

Name: _____

☐ Approved ☐ Not approved Reason for non-approval: _____

Date: / / Initials: _____

☐ Absentee record updated

3. Principal / Business Manager:

Name: _____

☐ Approved ☐ Not approved Reason for non-approval: _____

Date: / / Initials: _____

4. Payroll Officer:

Name: _____

Employee start date: _____

Date of return from last paid parental leave: _____ ☐ N/A

Parental leave entitlement: _____

Date: / / Initials: _____