You can take up to 18 weeks unpaid leave for each child and adopted child up to their 18th birthday. The limit on how much parental leave each parent can take in a year is 4 weeks for each child. Any leave taken with previous employers will count towards the 18 weeks entitlement.

**This document is available in an alternative format upon request by contacting the** [**HRBP team**](https://www.st-andrews.ac.uk/hr/businesspartner/)**.**

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| --- |
| **Personal Details** |
| **Employee name:** |  |
| **Employee ID Number (if known):**  |  |
| **School/Unit:** |  |
| **Line Manager:** |  |
| **Date form completed/submitted:** |  |

|  |  |
| --- | --- |
| **Eligibility (please select all that apply)**  | **Yes** |
| I have at least one year continuous service with the University. | [ ]  |
| I have parental responsibility for a child i.e. I am named on the child’s birth or adoption certificate or you have or expect to have parental responsibility for the child. |[ ]
| The child is below the 18 years of age. |[ ]
| The time off work will be to care for the child or make arrangements for the child’s welfare. |[ ]
| I have provided at least 21 days’ notice of the intended start date. |[ ]

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| **Entitlement (please select)** | **Yes** | **No** |
| Have you taken any parental leave previously for this child? |[ ] [ ]
| If yes, please confirm previous parental leave dates (below) |
| **Start date** | **End date** |
|  |  |
|  |  |

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| **Details of request** |
| Name of child this leave is for: |  |
| Date of birth of child / adoption date of this child: |  |
| **Intended start date of leave** |  | **Intended end date of leave** |  |

|  |  |
| --- | --- |
| **Unpaid leave deduction approval (please tick)**  | **Approved** |
| I understand that this leave is unpaid and therefore I accordingly authorise the appropriate deduction of pay from my salary. |[ ]

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| **Please detail any information you feel is relevant to support your application for parental leave** |
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| **Employee electronic signature:** |  | **Date:**  |  |

**Once complete, please email this form to your Head of School/Unit (cc your line manager) for authorisation.**

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| **Head of School/Unit (or equivalent) authorisation**  | **Approved** |[ ]  **Postponed** |[ ]
| **Please detail reason for postponement (if applicable)** |
|  |
| **Confirm approved dates of parental leave** | **Start date** |  | **End date** |  |

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| **If approved** | **If postponed**  |
| Submit completed form to: Pay and Pensions  | Submit completed form to: [HR Business Partner](https://www.st-andrews.ac.uk/hr/businesspartner/)  |

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| **Authoriser electronic signature:** |  | **Date:**  |  |