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

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| **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 notice   1. 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](mailto: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** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 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](mailto:payroll.pensions@southampton.gov.uk) and attach all the documentation you selected (above).