**THE UNIVERSITY OF NOTTINGHAM**

**Application for Ordinary Parental Leave**

Please confirm any periods of unpaid ordinary parental leave you have previously taken in respect of the child you are applying for: Dates from…………………………………. Until………………………………………………………………

**(Confidential)**

**TO: FROM:**

Employment Support Services

Human Resources Department Name: ………………………………………………………………………..

King’s Meadow Campus

Payroll No: …………………………………………….…………………

School/Department: …………………………………………………

Date:

Will you please accept this notification as my application for parental leave.

I wish to take parental leave from……………………… ***(start date***) to ………………… (***finish date)***.

**Date of birth of the child(ren) -** please complete the relevant section:

* The date of birth of my child(ren) is …………………………………………….. (insert date(s) of birth)
* The date of the adoption placement is due to begin on …………………………………… (insert date)
* The date I obtained legal responsibility for my child(ren) was ……………………….. (insert date)

**Evidence of my parental responsibility:**

I enclose a copy of the following document(s) as evidence of my parental responsibility[[1]](#footnote-1):

□ Birth certificate (on which the applicant is named as one of the parents)

□ Letter from the adoption agency confirming anticipated date of the adoption placement

□ Papers confirming my child(ren)s adoption

□ Maternity certificate (MAT B1) or similar medical evidence confirming the expected date of childbirth (i.e. MATB2)

□ Papers confirming my child(ren) receives disability living allowance

□ Papers confirming I have acquired legal parental responsibility under the Children Act 1989 (or under similar relevant legislation)

□ Other (*please insert details*) …………………………………………………………………………………….............

**Tick or delete the following as appropriate**

□ I am not a member of any pension scheme

I am a member of the: USS □ CPAS□ CRSP□ NHS[[2]](#footnote-2) □ pension scheme

□ I have considered my pension situation and understand during any unpaid parental leave my membership will be suspended which may have implications for benefits such as death in service and ill health retirement.

□ I would like (subject to scheme rules allowing this) to continue making pension contributions during my unpaid parental leave so that my membership is continuous.

□ I would like to (subject to scheme rules allowing this) pay a special contribution so that if I die or become incapacitated and cannot return to work I will be entitled to the normal death in service or ill health retirement benefits.

Signed: ………………………………………………………………………………….. Date: ………………………………………

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**To be completed by the Head of School/Department or designated nominee**

I wish to confirm that the above named employee has discussed this application for parental leave with me and that I have agreed/not agreed[[3]](#footnote-3) the dates stated above. If agreed the employee’s annual leave has been recalculated as per the procedure (Based on 5 day a week working, 28 days per annum inclusive of bank holidays).

Signed: ………………………………………………………………………………….. Date: ………………………………………

**(Head of School/Department or designated nominee)**

Please print name………………………………………………………………….

Signed: ………………………………………………………........................ Date:……………………………………….

**(HR Employment Support Services Team)**

Please print name: ………………………………………………………………………..

□ Tick when Pensions Administrator informed where applicable

Date: ………………………………………………………..

1. If you have previously supplied this evidence to Human Resources whilst making an earlier application for parental leave, there is no need to send in the documentation again. However, if you are making an application for a different child, please enclose the relevant document(s). [↑](#footnote-ref-1)
2. Please note that for members of the NHS pension scheme there is a requirement to make pension contributions during unpaid parental leave. Arrangements will be made to repay the full employee contribution for the unpaid leave period on return to work. [↑](#footnote-ref-2)
3. If, as the Head of School/Department or designated nominee, you have not agreed the dates stated above, please discuss the reasons why with your HR Business Partner, as soon as possible. [↑](#footnote-ref-3)