PARENTAL LEAVE APPLICATION - PARTNER

IF YOU HAVE ACCESS TO HRonline PLEASE USE IT TO APPLY FOR LEAVE. Otherwise use this form which can be completed on-line before printing, but cannot be sent electronically as you need to sign it. If you fill in the form by hand PRINT CLEARLY IN BLOCK LETTERS. Please forward to HUMAN RESOURCE SERVICES for processing.

1. STAFF MEMBER TO COMPLETE

Staff Number

Name

Organisational Unit

Work Phone

Type of Leave PARTNER LEAVE

Please complete details below for all the periods and types of leave that will make up your absence from work.

First Date JAN

Last Date JAN

Total Number of Working **Days** **Hours** **Minutes**

Signature: ..... Date: .....

2. HEAD OF ORGANISATIONAL UNIT RECOMMENDATION

Name Contact Number

☐ **Leave is due and evidence is attached. PLEASE TICK BOX.**

Signature: ..... Date: .....

3. HUMAN RESOURCE SERVICES

Has been noted.

Signature: ..... Date: .....

Notes

1. You can check your leave balance and bookings via HROnline at https://hronline.newcastle.edu.au
2. In respect to partner leave, a staff member is entitled as follows: (i) two (2)weeks paid partner leave to be taken during the period three (3) weeks prior to the expected birth or placement of the child, and up to six (6) months after the actual birth or placement of the child; and (ii) additional unpaid partner leave of up to fifty (50) weeks.
3. A staff member who is the partner of a primary carer who becomes unable to care for a newborn, adopted or fostered child due to incapacity or death, may be granted parental leave entitlements if they become the primary care giver. In these instances, each case will be assessed by the Director, Human Resource Services.

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