



THE UNIVERSITY OF  
NEWCASTLE  
AUSTRALIA

# PARENTAL LEAVE APPLICATION

**Primary Carer**

Apply at least 10 weeks before starting leave. If a pregnant employee wishes to work during the 6 weeks before the expected date of birth of the child, the University requires a Medical Certificate stating fitness for work and whether regular duties can continue.

**Partner**

Subject to eligibility, paid Partner Leave of three weeks may be taken from three weeks preceding, and up to six months following, the birth or placement of your child. It may be preceded or extended by periods of Annual, Leave Without Pay (LWOP) or Long Service Leave.

## STAFF MEMBER TO COMPLETE

**Staff Number**      **Name**

**Organisational Unit**

**Contact Number at work**

**Contact Number whilst on leave**

**Commence Date at University**

Pending Birth     Recent Birth     Pending Fostering/Adoption     Recent Fostering/Adoption  
**Date of Birth / Placement**      **Return to Work Date**

**Leave Type**

**Start**

**Finish**

**Pay Type - Half/Full/Other**

## CHECKLIST

- Medical certificate/documents citing expected date of birth/placement (mandatory)
- Medical evidence for fitness to work past 34 Weeks

*I certify that I will be the sole primary carer during the period applied for against the leave type - Primary Carer.*

To support ongoing improvements in UON systems and processes, Human Resource Services can now accept and store forms electronically.

An approved form can be submitted as:

- an attachment to an email that contains the approval as text in the body of the email, **OR**
- a signed and scanned copy.

**Applicant Signature**

**Date**

**Supervisor Approval**

**Date**

## HUMAN RESOURCE SERVICES

- Eligibility Checked
- Primary Carer Status Confirmed
- Evidence attached
- Leave Entered into Alesco
- Letter of outcome sent to Applicant
- 

**Remuneration and Benefits Team Signature**

**Date**

**HR Leave Specialist**

**Date**

*Information collected on this form will be recorded in the University's Human Resource database (Alesco) and on your electronic personnel file. The information will only be used for legitimate University purposes and we request this information in order to process your leave. For further details on this form or to request an update to or correction of your information, please contact Human Resource Services on 02 4033 9999. The University undertakes to manage your personal information in accordance with the Privacy and Personal Information Protection Act NSW 1998 and the University's [Privacy Management Plan](#).*

Email completed  
form for approval

Return completed form to your  
HR Client Services Advisor